



Information Management

RECORDS DISPOSITION SCHEDULE

NOTICE: This publication is available digitally. Contact your Publishing Distribution Office (PDO) for the monthly CD-ROM or access to the bulletin board system. The target date for discontinuing paper publications is December, 1996.

This manual implements AFRD 37-1 and Title 44 U.S.C. 2904, 3102, 3301 and 36 CFR 1228.10 which requires agencies to develop and implement records schedules for all of the records created or received by the agency and to obtain approval of the schedule from the National Archives and Records Administration (NARA). AFMAN 37-139 is the approved records schedule for the Air Force. It consists of decision logic tables (DLT) which provide disposition instructions for all Air Force records. This schedule is mandatory for use by all Air Force activities, including the Air National Guard, the United States Air Force Reserves, the Unified and Specified Commands for which the Air Force is Executive Agent; and contractor personnel, who create, accumulate, or manage Air Force records. This publication applies to the Air National Guard (ANG) when published in ANG INDEX 2. This schedule will not be supplemented without the prior approval from SAF/AAIQ, 1610 Air Force Pentagon, Washington, DC 20330-1610.

SUMMARY OF REVISIONS

This is the initial publication of AFMAN 37-139, substantially revised to reflect the updated series in AFI 37-160V6.

This manual contains the following series of DLTs:

- | | |
|---|--|
| 10 - Operations | 44 - Medical |
| 11 - Flying Operations | 46 - Nursing |
| 13 - Space, Missile, Command, and Control | 47 - Dental |
| 14 - Intelligence | 48 - Aerospace Medicine |
| 15 - Weather | 51 - Law |
| 16 - Operations Support | 52 - Chaplain |
| 20 - Logistics | 60 - Standardization |
| 21- Maintenance | 61 - Scientific/Research and Development |
| 23 - Supply | 62 - Developmental Engineering |
| 24 - Transportation | 63 - Acquisition |
| 31 - Security | 64 - Contracting |
| 32 - Civil Engineering | 65 - Financial Management |
| 33 - Communications | 71 - Special Investigations |
| 34 - Services | 84 - History |
| 35 - Public Affairs | 90 - Command Policy |
| 36 - Personnel | 91- Safety |
| 37 - Information Management | 145 - Commissaries * |
| 38 - Manpower and Organization | 170 - Comptroller * |
| 40 - Medical Command | 177 - Accounting and Finance * |
| 41- Health Services | |

* Under review to remove other agencies' records.

- ①. The first number in the table is based on the series number in AFI 37-160V6. Numbering Publications, which prescribes the creation or maintenance of the records listed in the table. The second number is assigned for control purpose only, to indicate the number of the table within the series, and does not correspond or relate to the same sequential numbered Air Force publication. For example, in table 10-1 is the first table in the 10 series DLTs. The tables are arranged in numerical sequence by these numbers.
- ②. The table title identifies the subject matter included in the table.
- ③. The column headings are assigned alpha designators so that each column may be quickly and accurately referenced in either written or oral communications.
- ④. Column A provides a general description of the records covered. Read down column A until you come to the category of records required.
- ⑤. Column B is a further general description of the records identified in column A. These descriptions also cover general categories of forms and reports. Determine what portion of the description applies to your particular situation. Use AFIND9 and AFIND12, and command IND9s, to determine the prescribing directive for specific forms. A review of the DLTs in the same subject series should provide a general description of the forms, reports, or other records of the series.
- ⑥. Column C may indicate an organization or level of command where the records are filed; if not, the rule applies to any level accumulating the records described, and column C is left blank.
NOTE: As used in this manual, major subordinate command refers to the headquarters of an activity between a major command and subordinate elements to which authority has been delegated to initiate and promulgate policies and procedures or to exercise managerial control for a major segment of an Air Force or command-wide function. This includes headquarters of numbered Air Forces, areas, regions, and comparable levels.
- ⑦. Column D provides appropriate disposition instructions, based on conditions in columns A, B, and C.
- ⑧. Column D may refer to another table or rule for disposition. If so, cite the reference table and rule on file plans and disposition control labels. The authority number in column D is the National Archives and Records Administration (NARA) or General Records Schedule (GRS) approval number for the retention period. Include this authority number on the SF 135, Records Transmittal and Receipt, when retiring records to federal records centers.
- ⑨. Column C may indicate a specific copy. If not, the rule applies to all copies, regardless of their location, except copies required by other directives to be given to individuals concerned or filed in personnel records.
- ⑩. An asterisk with the rule number indicates a new rule or a change in disposition authority (column D), or any major change in columns A, B, or C.

NOTE: References in column D or DLTs to “NPRC (MPR),” “NPRC (CPR),” and “WNRC” refer to records centers indicated in AFI 37-138, attachment 2. Use full name and geographical address, as indicated in AFI 37-138, attachment 3, when shipping records or corresponding with those centers.

NOTES. Explanatory notes or lengthy exceptions may be added to the end of a table as notes. When notes are referenced in a table title or rule, they are part of the title or rule, and must be considered in applying the disposition standard.

Records Common to All or Several Functional Areas. General correspondence files are covered by table 37-11, whether permanent or temporary, and pertain to all functional areas. Other records common to all or several functional areas, or for which there is no specific prescribing directive, are in the 37- series DLTs.

Citing DLT References. On file plans and disposition control labels, cite the exact table and rule number which provides for the disposition of each series of records listed. Abbreviate by indicating “T” for table, and “R” for rule (for example T10-1, R4) and, if necessary, specific column (for example 4A, 4D).

Cutoff Dates. Cutoff dates, indicated in AFI 37-138, Table 3.1 are used unless otherwise indicated in the DLTs.

10. Operations. These tables cover records pertaining to policies and procedures on operations.

TABLE 10-1				
JOINT CHIEFS OF STAFF RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Joint Chiefs of Staff (JCS) documents	JCS papers implemented by the AF, and made a part of the AF documentation of the action implemented		they have the same disposition as the records they document. AUTH: N1-AFU-90-3
2		JCS papers received for informational purposes only		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
3		brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package	at HQ USAF/XOXJ	retire as permanent after 5 years (See Note). AUTH: NC-174-151
4			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		Air Force responses to JCS taskings (replies and support material)	at HQ USAF/XOXJ	retire as permanent after 5 years (See Note). AUTH: NC-174-151
6			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: Transfer to National Archives in 5-year blocks when latest record is 25 years old.

TABLE 10-2				
AIR SURVEILLANCE RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	control logs	data on routine daily surveillance operations	at aircraft control and warning (ACW) units and airborne early warning and control (AEW&C) units	destroy 1 year after close of the calendar year in which last entry was made. AUTH: N1-AFU-90-3
2		data on AEW&C aircraft on active air defense missions		destroy after 3 months. AUTH: N1-AFU-90-3
3		recorders logs, telling sequence and interception action records, and comparable forms which supplement such records		destroy after 2 months. AUTH: N1-AFU-90-3
4		teletype record logs prepared by AEW&C units during Dualex operations		destroy after 1 month. AUTH: N1-AFU-90-3

TABLE 10-3				
TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	tactical evaluations	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment	at MAJCOMs and below	destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	systems training status	recurring reports accomplished in compliance with a System Training Program (STP)		destroy after 1 year. AUTH: N1-AFU-90-3
4	training aids	maps or charts indicating name and location of units having a controlled training aid; description of the aid, etc., including requests for use, approval or disapproval, shipping authority, and shipping instructions		destroy when training aid is removed from control. AUTH: N1-AFU-90-3
5	special exercise and maneuver plans	journals, logs, messages, punched cards, film strips, and tapes used to record or report exercise play or pertinent portions for evaluations		destroy when no longer needed. AUTH: N1-AFU-90-3
6		operations and deployment plans and orders, related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command post exercises or similar unilateral joint maneuvers	at MAJCOMs and below	destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner. AUTH: N1-AFU-90-3
7		plans, orders, and supporting background material created by AF activities participating in joint testing		
8	continental test records	final reports of tests		disposition pending. AUTH: Unscheduled
9	(RESERVED)			(RESERVED)
10	overseas test records	plans, orders, and final reports created for and in the name of Joint Task Force		disposition pending. AUTH: Unscheduled
11	plans, orders, and reports	reference copies of material identified in rules 2 through 10		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 10-4				
WARTIME PLANNING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	master set of plans	the USAF War and Mobilization Plan (WMP), USAF Planning Concepts (The Plan); Continuity of Operation (COP DAF) Plan; Survival, Recovery, and Reconstitution (SRR) Plans, augmentation plans, and all plans written in support of JCS, HQ USAF, and unified command plans	at HQ USAF and MAJCOMs	retire as permanent when superseded, obsolete, or when implemented, one copy of all plans with essential source material, annexes, appendices, tabs, and all changes thereto (See Note). AUTH: NC1-AFU-79-2
1. 01	Joint Operating Planning System (JOPS) master set of plans	camera ready pages, background material, JCS approval records, maps, flight plans, charts, and TPFDL Listings and agency coordination sheets for JOPS prepared Operation Plans	at commands specified	hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent (See Note). AUTH: NC1-AFU-79-2
2	support plans	records similar to those described in rule 1, received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	implemented plans	a master set of implementations of the planning records covered in rule 1	at implementing headquarters	retire as permanent (See Note). AUTH: NC1-AFU-79-2
4	basic planning records	basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material providing guidance and requirements to support higher headquarters wartime planning		destroy when related plan or order is superseded or obsolete. AUTH: N1-AFU-90-3
5	reference plans	war plans and similar media received for review and guidance		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
6	background material	correspondence and related support data furnishing input to MAJCOM wartime plans	at MAJCOMs	destroy when related plan is superseded or obsolete. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 10-5**REGION OPERATION CONTROL CENTER (ROCC)/SECTOR OPERATION CONTROL CENTER (SOCC) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	adaptation data	technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data	at command level and below	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-41
2	computer programming	data created incident to designing, planning, constructing, and/or operating phases of ROCC/SOCC and the computer program (new content), with related equipment changes (retrofits), etc.	at command level and ROCC/SOCC programming facility	destroy when no longer needed. AUTH: N1-AFU-88-41
3		master file of program card decks		destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational. AUTH: N1-AFU-88-41
4		active card decks reflecting air surveillance, weather, weapons status, or other local variables		destroy 30 days after data becomes obsolete. AUTH: N1-AFU-88-41
5		program write-ups, various EAM card decks, related electronic tapes containing instructions designed to control the operation of the ROCC/SOCC computer according to predetermined requirements		destroy obsolete card/tape-loaded program card decks with related electronic tapes and program write-ups when no longer needed. AUTH: N1-AFU-88-41
6		standby file of obsolete card-loaded program decks and/or partial program decks		destroy after 30 days. AUTH: N1-AFU-88-41
7		duty rosters, EAM cards and consolidated rosters detailing individuals for computer operation and/or maintenance duties		destroy after 6 months. AUTH: N1-AFU-88-41

TABLE 10-5				
Continued.				
	A	B	C	D
8		coordinators' notebooks containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material		destroy when no longer needed. AUTH: N1-AFU-88-41
9		computer use monthly planning schedules forecasting availability of ROCC/SOCC computers, letters, messages, and similar media reflecting the planned operational state of alerts; electronic changes; synthetic exercises and other requirements affecting computer usage		destroy 6 months after implementation or when declared obsolete, whichever is sooner. AUTH: N1-AFU-88-41
10	technical library materials	master copy of all program card decks, computer magnetic tapes, maps, scripts, aids and other materials used in the production of and/or produced to accomplish the required tasks	at the software support facility	dispose of according to the applicable rules relating to the specific records. AUTH: N1-AFU-88-41
11	(RESERVED)			(RESERVED)
12				
13	technical memoranda (manuals)	ROCC/SOCC technical manuals, published system notes, etc. that describe system design, operations and limits	record sets at software support facility	retire as permanent (note 2). AUTH: N1-AFU-88-41
14			copies	destroy when rescinded, superseded or no longer needed. AUTH: N1-AFU-88-41
15		ROCC/SOCC manuals, notes and guides that describe system data and data characteristics	at command level and below	

NOTE(S):

1. (RESERVED).
2. Transfer to the National Archives at end of system life-cycle.

TABLE 10-6**OPERATIONAL REPORTS AND ANALYSES (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	combat operations	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data	as a result of actual combat, located at originator, MAJCOMs and major subordinate commands	retire as permanent (See Notes 2 and 3). AUTH: NC1-AFU-80-8 (Microfilmed: NC1-AFU-83-95)
1. 01			as a result of actual combat, located at any agency other than the originator, MAJCOMs or major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
2			as a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders and allied activities	destroy when no longer needed. AUTH: N1-AFU-90-3
3	analyses	memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analysis and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility	record copies	retire as permanent (See Notes 2 and 3). AUTH: NC1-AFU-80-8 (Microfilmed: NCI-AFU-82-34)
3. 01			reference copies	destroy when no longer needed. AUTH: N1-AFU-90-3
4	sonic boom data	data bank records, schedules, comparable forms, and related papers	at HQ USAF and MAJCOMs	destroy after 30 months. AUTH: N1-AFU-90-3
5		logs	at MAJCOMs and operational units	destroy after 1 year. AUTH: N1-AFU-90-3
6	aircraft maintenance	significant historical data (AFTO Form 95) and related records of aircraft lost in combat and aircrew status is unknown		disposition pending (See Note 4). AUTH: Unscheduled

NOTE(S):

1. See table 61-5 for disposition of operational test and evaluation (OT&E) records.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Microfilmed copies of special intelligence records at HQ AFIC shall be transferred to the National Archives when 50 years old.
4. These aircraft maintenance records, normally disposed of in table 21-6, are considered as operational records until the plane's aircrew status is resolved.

TABLE 10-7				
OPERATIONS SECURITY (OPSEC)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	OPSEC survey reports	reports of surveys listing findings and recommendations/corrective actions taken	at MAJCOM OPSEC OPRs	destroy after 5 years, or 1 year after next survey of same activity, whichever is sooner. AUTH: N1-AFU-90-3
2			below MAJCOMs	destroy 1 year after all action has been completed or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	OPSEC data base	functional profiles and related data	at MAJCOM OPSEC OPRs	
4	OPSEC status report	semiannual status reports	at HQ USAF/XO	retire as permanent (See Note). AUTH: NC-174-107
5			at MAJCOMs OPSEC OPR	destroy after 3 years. AUTH: N1-AFU-90-3
6			copies retained by preparing activities	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 10-8				
SYSTEMS RECORDS (407L/412L)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	computer program data	program/version histories and program/ equipment change records	at TACS Support Division, incident to the operation of the 407L System and the SPATS activity incident to the operation of the 412L System	destroy 5 years after system discontinuance, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2		magnetic tapes, computer printouts, and punched cards		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 10-9**CIVIL AIRCRAFT USE OF USAF AIRFIELDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	approved requests	civil aircraft landing permits (DD Form 2401) and related correspondence		destroy 2 years after expiration date of DD Form 2401 or when superseded. AUTH: N1-AFU-86-50
2		civil aircraft hold harmless agreements (DD Form 2402) and related correspondence		
3		civil aircraft certificates of insurance (DD Form 2400) and related correspondence		
4		copies of rules 1, 2 and 3 records required for insurance claims resulting from an accident or violation of AFI 10-1001		destroy 2 years after settlement of insurance claims or completion of administrative actions. AUTH: N1-AFU-86-50
4.01		computer printout listing of landing permits		destroy when superseded. AUTH: N1-AFU-86-50
5	disapproved requests	correspondence and related data		destroy after 6 months. AUTH: N1-AFU-90-3
6	foreign government requests	correspondence and related disposition actions approved by SAF/IA		
7	fees and charges			see table 177-10. AUTH: N1-AFU-90-3

TABLE 10-10**COMMAND AND CONTROL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircrew management and aircraft ground handling actions	forms and related records pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages	at command posts, operations centers, airlift control elements	destroy after 2 months. AUTH: N1-AFU-90-3

TABLE 10-10				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	mission following folders	forms and related records which record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data		
3	controller certification record	written record of personnel certified to perform duty in the command post	certification	destroy upon reassignment or retirement of personnel for which record was created. AUTH: N1-AFU-90-3
3.01			decertification	destroy upon decertification. AUTH: N1-AFU-90-3
4	controller training records	controller recurring testing and controller formal training		destroy after 1 year. AUTH: N1-AFU-90-3
5	events log	record of aircraft arrival/departure and monitor key personnel, VIPs and significant events		destroy after 3 months. AUTH: N1-AFU-90-3
6	event/incident reports (OPREP-3H/B/P) (see note 1)	reports using command and control channels to notify commanders of events or incident of international, national, USAF, MAJCOM, or significant news media interest		destroy after 1 year (see note 4). AUTH: N1-AFU-90-3
7	operational status reports (named OPREP-3s) (see note 2)	reports using command and control channels to inform commanders, at any level or significant information of operational or mission concerns		

TABLE 10-10				
Continued.				
	A	B	C	D
8	operational support monitoring reports (see note 3)	reports using command and control channels to notify HQ USAF and operational commands concerning information on combat support situations, an assessment of current capabilities, deficiencies affecting support for planned or current operations		
9	availability of commanders	reports advising higher headquarters of the whereabouts of commanders		destroy after 3 months. AUTH: N1-AFU-90-3

NOTE(S):

1. Event/Incident reports (HOMELINE, BEELINE, PINNACLE) contained in AFMAN 10-206, chapter 3.
2. Named OPREP-3 PINNACLES, and operational status reports contained in AFMAN 10-206, chapters 3 through 6.
3. Operational support monitoring reports contained in AFMAN 10-206, chapters 7 through 13.
4. Dispose of per table 10-6 those reports generated as a result of actual combat; or if peacetime operations or exercises performed to simulate, test, evaluate, or support emergency war orders and allied activities.

TABLE 10-11				
SINGLE INTEGRATED OPERATIONAL (SIOP) AND CONTINGENCY/TRAINING PLANNING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	revisions of the SIOP, contingency or training plan	operational and intelligence data essential to the successful execution of specific sortie(s) of a unit's Emergency War Order, contingency operation, or training operation	at operational units	destroy when revised plan is implemented, superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	planning records	annexes to the SIOP, basic wartime plans, operational plans and orders, augmentation plans, continuity of operations plans, and similar media which provide essential guidance and requirements to construct, support/implement higher headquarters wartime/contingency planning	at intermediate commands, NAFs, operational units	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

TABLE 10-12
SPACE OPERATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	space object detection and tracking system historical data (previously orbital element cards)	space observations, orbital elements, sensor calibrations, parameters, and solar flux	at responsible activity	retire as permanent (note 1). AUTH: N1-AFU-91-26
1.01		computer tape data for updating the historical data base		destroy when no longer needed. AUTH: N1-AFU-91-26
1.02		duplicates of rule 1 records		
2	space object identification (SOI)	radar or photometric amplitude data recordings	of special interest (most representative of true features)	destroy when no longer needed after object decay. AUTH: N1-AFU-91-26
3			of routine interest	destroy when no longer needed. AUTH: N1-AFU-91-26
4			digitized and transcribed on cards	destroy when no longer needed. AUTH: N1-AFU-90-3
5		discrimination information transmitted by SOI capable sensors		
6		SOI parameter data (includes pattern recognition data)	reports generated or received at a centralized location	destroy after the data has been entered into the data base. AUTH: N1-AFU-90-3
7			reports generated or received at a tracking site	destroy after 1 month, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8			a summary of SOI analyses in a satellite numbered sequence	destroy when superseded or when no longer needed. AUTH: N1-AFU-90-3
9		time sequenced logs of significant operational events	at tracking sites	destroy 1 year after last entry in the log. AUTH: N1-AFU-91-26

TABLE 10-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10		computer printouts of satellite track data, mission planning logs, records of message transmissions, positional checklists, etc.		destroy when superseded or when no longer needed. AUTH: N1-AFU-90-3
10.01		SOI tasking messages		destroy after 3 months. AUTH: N1-AFU-91-26
11	sensor network tasking data (previously optical surveillance data)	sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records	of special interest	destroy when no longer needed. AUTH: N1-AFU-91-26
12			of other than special interest	destroy after 3 months. AUTH: N1-AFU-91-26
12.01		Boxscore messages consisting of information on objects in space	at preparing activity	retire as permanent (note 2). AUTH: N1-AFU-91-26
12.02			at receiving activity	destroy when no longer needed. AUTH: N1-AFU-91-26
13	tracking and impact prediction (TIP) data	tracking and impact prediction record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data)	of special interest	retire as permanent after object decay (note 2). AUTH: N1-AFU-91-26
13.01			of other than special interest	destroy 2 years after object decay. AUTH: N1-AFU-91-26
14	space operations logs	data on daily operations	at space operations units or command and control activities	destroy 6 months after last entry in log. AUTH: N1-AFU-91-26
15	missile warning system		at responsible activity	hold for life of missile warning system, then destroy. AUTH: N1-AFU-91-26
16	operations center activity log		at tactical warning/attack assessment and space surveillance functional	destroy 1 year after last entry in log, or when no longer needed, whichever

TABLE 10-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			OPRs	is later. AUTH: N1-AFU-91-26
17	launch information	case files consisting of how foreign launches are tracked, any problems, and related records	at responsible activity	destroy 2 years after launch. AUTH: N1-AFU-91-26
18		case files consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records		destroy 8 years after launch. AUTH: N1-AFU-91-26
19		information in rules 17 and 18	at sensor sites and wings	destroy when no longer needed. AUTH: N1-AFU-91-26
20	technical reference material	satellite catalog, radar cross section catalog, foreign launch information publication (FLIP) catalog, and similar records		destroy when superseded. AUTH: N1-AFU-91-26
21		radar cross section (RCS) catalog	at office of primary responsibility (OPR)	destroy 10 years after superseded. AUTH: N1-AFU-91-26
22	UN registry reports	copies of original reports sent to JCS for forwarding to United Nations	at command OPR	destroy after 1 year. AUTH: N1-AFU-91-26
23	satellite state of health information	raw satellite data and similar records used for trend analysis and anomaly resolution to support testing and evaluation		destroy 2 years after decommissioning of satellite. AUTH: N1-AFU-91-26
24	satellite operations changes	temporary satellite procedure request, flight code change request		destroy when no longer needed. AUTH: N1-AFU-91-26
25		temporary ground system procedure request, flight code change request		
26	post contact packages	run command messages, command plans, worksheets, out of limits telemetry printouts, and other required records		
27	individual evaluation folders	letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status	at units and wings	give to individual upon transfer, reassignment, or separation (note 3). AUTH: N1-AFU-91-26
28		individual's record of duties and qualifications	at command OPR	destroy when no longer needed (note 3). AUTH: N1-AFU-91-26
29	evaluation materials	evaluation scenarios, scripts, written	at units and wings	destroy when

TABLE 10-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		tests, annotated error guides, and other evaluation or simulation materials		superseded or obsolete. AUTH: N1-AFU-91-26
30	operations records	positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records		
31	operations review	operations review panel and operations review board minutes	at units and above	destroy after 2 years. AUTH: N1-AFU-91-26
32		summary messages and trend analysis reports		destroy after 1 year. AUTH: N1-AFU-91-26

NOTE(S):

1. Transfer to the National Archives after life of the system. Retire microfilm to WNRC at 5-year intervals.
2. Transfer to the National Archives in 5-year blocks when most recent document is 25 years old.
3. At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

TABLE 10-13**ELECTRONIC WARFARE (EW) SYSTEMS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	status and location of equipment	EW pod reports	at HQ USAF	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2			at WR-ALC	destroy after 2 years. AUTH: N1-AFU-90-3
3			at MAJCOM and below	destroy when no longer needed. AUTH: N1-AFU-90-3
4	EW projects	case/project history such as: letters, messages, drafts, special studies, reports from various military and civilian concerns, maps, charts and other materials relating to specialized subjects/equipment concerning EW	at HQ USAF/MAJCOM/major subordinate commands	disposition pending. AUTH: Unscheduled

NOTE: If applicable, include a list in the case file of records used and removed from file on retirement.

TABLE 10-14**RESERVE FORCES (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Force Reserve applications	copies of disapproved applications for appointment as reserves of the AF or USAF without component, and comparable forms, correspondence and related papers		destroy 1 year after disapproval. AUTH: N1-AFU-90-3
1.01		disapproved applications of eligible officers for entry on EAD, and related records		
2	appointments declined	approved applications, ASVAB scores and physical pertaining to individuals with or without prior military appointment		destroy 2 years after individual declines appointment. AUTH: GRS 1, Item 15
3	enlistment records (AF Reserve)	triplicate copies of enlistment record-Armed Forces of the US or comparable forms accumulated incident to enlistment of persons in the AF Reserve	not in conjunction with an appointment to the AF or other military academy	destroy after 1 year. AUTH: N1-AFU-90-3
4			in conjunction with an appointment to the AF or other military academy	destroy 6 months after date of enlistment (See Note 2). AUTH: N1-AFU-90-3
5	delay and appeal requests	reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records	at MAJCOMs or units of assignment	destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay. AUTH: N1-AFU-90-3
6	report of transfer or discharge	forms and related records	at NGB units	destroy 3 months after date individual separates. AUTH: N1-AFU-90-3
7	general military course (GMC) cadets	records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence	maintained by professors of aerospace studies and HQ AFROTC	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	Professional Officer Course (POC) cadets and financial assistance program cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of records required by AFI 36-2011	at unit of assignment	destroy 1 year after acceptance of commission. AUTH: N1-AFU-90-3

TABLE 10-14				
Continued. (see note 1)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9		records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records		destroy after 1 year after disenrollment. AUTH: N1-AFU-90-3
10		records of disenrollment from officer candidate-type training	at HQ AFROTC	destroy after 3 years. AUTH: N1-AFU-90-3
11	overgrades/ undergrades	authorization letters	at military personnel offices	review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver. AUTH: N1-AFU-92-10
12	overages (excluding medical officers)			

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in the military personnel records groups (see AFI 47-101).
2. The original copies of the enlistment forms are maintained in accordance with AFI 47-101 and become a permanent part of the Master Personnel Record Group.

TABLE 10-15				
RESERVE FORCES TRAINING (see note 1)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of senior and junior AFROTC	applications, contractual agreements between the AF and educational institutions which give specific instructions for administering the AFROTC program and outline both AF and institution responsibilities for safekeeping US property, and related papers	at HQ USAF/DPP and HQ AU	destroy 2 years after inactivation of AFROTC detachment. AUTH: N1-AFU-90-3
2			at HQ AFROTC	hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent (See Note 2). AUTH: NC-174-224

TABLE 10-15**Continued.** (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			at AFROTC detachment	destroy on inactivation of detachment. AUTH: N1-AFU-90-3
4	Armed Forces of the US report of transfer or discharge			see table 36-12. AUTH: N1-AFU-90- 3
5	active duty report			
6	inactive duty training	authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization, see table 177-25)	originals	destroy after 5 years. AUTH: N1-AFU-90- 3
7			duplicates	destroy after training has been posted to Reservist's USAF Reserve personnel record for retention, promotion and retirement. AUTH: N1-AFU-90- 3
8	extension course institute (ECI) training	certificate of completion issued on completion of a volume of a course	originals	give to individual Reservists. AUTH: N1-AFU-90-3
9			duplicates	hold in Reservist's field record group file until 6 months after date Reservist receives his or her certificate of completion, then destroy. AUTH: N1-AFU-90-3
10		certificate of completion issued on completion of a course	originals	give to individual Reservists. AUTH: N1-AFU-90-3
11			duplicates	hold in Reservist's field record group file until it is outdated, then destroy. AUTH: N1-AFU-90-3
12	authenticated reports of flying time			hold until closing of Reservist's USAF Reserve personnel record for retention, promotion and

TABLE 10-15**Continued.** (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				retirement, then destroy. AUTH: N1-AFU-90-3
13	cadet evaluation	original copies of student performance reports used to evaluate cadet performance at field training	at AFROTC detachments	see Table 10-14, Rule 8. AUTH: N1-AFU-92-13
14	AFROTC enrollment data, program status and scholarship selection analysis	AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis	at HQ AFROTC, HQ Air Education and Training Command, or HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
15	unit training assembly participation	copies of Unit Training Assembly Processing System (UTAPS) products, AF Form 40, 40a, related documents, affidavits, other evidence to support requests for or approval/disapproval of attendance	at MPF or unit	destroy after 1 fiscal year. AUTH: GRS 6, Item 1b

NOTE(S):

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.
2. Transfer to the National Archives 10 years after inactivation of the AFROTC detachment.

11. Flying Operations. These tables cover records pertaining to policies and procedures on flight inspections, aircraft assignment, aircrew life support, status of resources training (SORT), physiological training/therapy, and flying activities.

TABLE 11-1**FLIGHT INSPECTION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	flight inspection records	reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions; data sheets; and related documentation	at the inspected activity (flight facilities); at organizations reporting directly to HQ AFFSA; and at the MAJCOM activity requiring the facility	destroy 3 months after a commissioned facility is decommissioned (EXCEPTION: destroy data sheets when superseded or obsolete) (See Note 1). AUTH: N1-AFU-90-3
2		other reports and related records not covered by rule 1.		destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner (See Note 2). AUTH: N1-AFU-90-3

TABLE 11-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		reports	at HQ AFFSA FIC	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
4		all reports, data sheets, and related records	at the facility checking activity	destroy after 2 years or 3 months after decommissioning of a commissioned facility, whichever is sooner (EXCEPTION: destroy reports of original commissioning, other reports pertinent to facility modification, and reports containing restrictions which have not been removed 3 months after the facility is decommissioned; and destroy data sheets when superseded or obsolete) (See Note 2). AUTH: N1- AFU-90-3
5			at all activities not covered in rules 1, 2, 3, or 4 above	destroy after 1 year. AUTH: N1-AFU- 90-3
6			oscillograph recordings made during commissioning inspections; resulting from modification of a facility; and related to reports containing restrictions	
7		recordings not covered by rule 6		destroy 1 year after completion of related tests and evaluations; or 3 months after a commissioned facility is decommissioned, whichever is

TABLE 11-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				sooner. AUTH: N1-AFU-90-3
8		checklists, reports of finding, and records pertaining to periodic inspection of airfield facilities		destroy after 3 months, or after discrepancies are corrected, whichever is later (note 4). AUTH: N1-AFU-90-3

NOTE(S):

1. Refile and dispose of reports containing restrictions under rule 2 after the restrictions are removed.
2. Documentation will be retained by the accumulating office of record for the total retention period.
3. Refile and dispose of oscillograph recordings related to reports containing restrictions under rule 7 after the restrictions are removed.
4. File copy of airfield facility inspection checklist if applicable in mishap reporting records (Table 91-5) if mishap/accident occurs before airfield facility discrepancy is corrected.

TABLE 11-2				
AIRCRAFT ASSIGNMENT, UTILIZATION, AND AVIATION FUEL RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft distribution and assignment control	records relating to operational support of flight management and aircraft allocations	at operations flight management	destroy when superseded, obsolete, or no longer needed (See Note). AUTH: N1- AFU-90-3
2	aircraft or recording of aircraft	requests and justifications for additional aircraft, approved/disapproved		destroy 1 year after final action. AUTH: N1-AFU-90- 3
3		requests for utilization code changes		destroy 1 year after end of utilization requirements for disapproval of request. AUTH: N1-AFU-90-3
4	staff configured aircraft	reports		destroy when superseded or obsolete. AUTH: N1-AFU- 90-3
5	aircraft/missile allocations	schedules of current and 6- month projected tactical aircraft/missile allocations		
6	aircraft mission history	reports of aircraft utilization	at MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3
7			at preparing and intermediate activities	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 11-2				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	purchase of aviation fuel and oil	USAF invoices covering purchases from domestic commercial firms, government activities other than AF, or foreign government sources		destroy after 2 years. AUTH: N1-AFU-90-3
9	local engineering and operations records pertaining to discrepancies	preflight reports, schedules for engineering, and records relative to aircraft in operation		destroy after 1 year. AUTH: N1-AFU-90-3
10	weight and balance data			see table 21-8. AUTH: N1-AFU-90-3

NOTE: See table 23-1 for disposition of supply management records.

TABLE 11-3				
AIRCREW LIFE SUPPORT PROGRAM				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircrew life support and chemical defense equipment	inspection records	at aircrew life support functions	destroy after form is filled in and next periodic inspection is annotated on a new form, on turn-in of equipment, or when superseded, obsolete and new replacement form is available. AUTH: N1-AFU-90-3
2		individual custody receipts		destroy on turn-in of equipment. AUTH: N1-AFU-90-3
3		operational directives, lesson plans, training records, training aids, and maintenance instructions		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 11-4				
STATUS OF RESOURCES TRAINING (SORTS)/READINESS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	(See Note)			
3				

NOTE: Table pending NARA approval.

TABLE 11-5				
COMMAND AND CONTROL				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	notices to airmen (NOTAMs)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure or hazard	master copies at US NOTAM office, HQ FAA, Washington DC	destroy 15 days after NOTAM (message) expires. Exception: see rule 3. AUTH: N1-AFU-90-3
2			other than master copies	destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated. AUTH: N1-AFU-90-3
3			related to aircraft accidents/incidents, operational hazards, and/or alleged violations (see tables 91-5 and 91-7)	destroy after 6 months, or upon completion of investigation, whichever is later. AUTH: N1-AFU-90-3
4		DD Form 2349 or AWDS generated Control Log		destroy 15 days after expiration or cancellation of recorded NOTAMs. AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)

13. Space, Missile, Command, and Control. These tables cover records pertaining to policies and procedures for theater air control systems.

TABLE 13-1				
AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	vehicle flight line authorization	correspondence and forms used for authorizing other than special use vehicles (fire trucks, ambulances, yellow maintenance vehicles, etc.) for operation on the flight line	at issuing authority	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2		registration identification label on vehicles		

TABLE 13-2				
AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	airdrop inspections	joint airdrop inspection record (platforms, LAPES and containers)	not part of the records of an accident/incident investigation	destroy after 1 month. AUTH: N1-AFU-90-3
2	airdrop activity reporting	joint monthly airdrop summary report		destroy after 1 year. AUTH: N1-AFU-90-3
3	airdrop malfunction investigations	airdrop malfunction report, monthly airdrop summary report, joint airdrop inspection record (platforms, LAPES and containers)	part of the records of an accident/incident investigation	destroy with the records to which they pertain (see table 91-5, rule 3). AUTH: N1-AFU-90-3

TABLE 13-3				
RADAR BOMB SCORING (RBS) RECORDS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	radar bomb scoring (RBS) ground directed bombing (GDB), and electronic countermeasures (ECM) sites	textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites	at OPRs	destroy 10 years after inactivation of site. AUTH: N1-AFU-90-3
2			at MAJCOMs, NAFs, and monitoring offices	destroy on inactivation of site or when no longer needed. AUTH: N1-AFU-90-3
3	low level training routes	textual records associated with the planning, establishment, impact, operation, justification and related data	at OPRs	destroy 10 years after closure of route. AUTH: N1-AFU-90-3
4			at MAJCOMs, NAFs, and monitoring offices	destroy on closure of route or when no longer needed. AUTH: N1-AFU-90-3
5	olive branch (cruising altitude) route analysis	basic data on route, description, evaluation potential and results of low level evaluation		destroy when no longer needed. AUTH: N1-AFU-90-3
6	RBS activity records	forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports and operational logs	at MAJCOMs and below	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 13-3**continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			related to RBS scored activity	destroy after 1 year or after applicable unit's subsequent evaluation, whichever is sooner. AUTH: N1-AFU-90-3
8	ECM activity	data creation records (printouts)	at MAJCOMs and below	destroy after 6 months. AUTH: N1-AFU-90-3
9		special ECM activity records (printouts)		destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		brush graphs, printer tapes, and plotting papers		destroy after verification. AUTH: N1-AFU-90-3
11			record unreliable activity	send to applicable unit for verification. AUTH: N1-AFU- 90-3
12	RBS target data	target inserts and target overlays	at MAJCOMs and below	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
13	RBS analyses/summaries	results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities conducted against RBS sites	at OPRs	destroy when no longer needed. AUTH: N1-AFU-90-3
14			at other organizations	destroy after 1 year. AUTH: N1-AFU-90-3
15	recorded voice tapes	air-to-ground communications between aircrew and RBS sites personnel	at RBS sites	erase after 60 days. AUTH: N1-AFU-90-3

TABLE 13-4**AIRSPACE MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operational/administ rative airspace management in domestic/foreign environments	letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage	at HQ USAF, MAJCOMs and foreign national operational staff offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 13-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	airspace flight routes and flight areas	data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes	at preparing, controlling, or monitoring agencies	destroy 2 years after supersession/obsolescen ce or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
3	airspace working projects	correspondence and data on special IFR/VFR military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts		
4	airspace management agreements	correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use	at preparing agencies	
5	special use airspace	correspondence and data pertaining to airspace warning/controlled firing/restricted areas, military operations areas (MOAs), domestic or international control areas, low altitude tactical navigation use areas	at preparing, controlling, or monitoring agencies	
6	reserved airspace	correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations		

TABLE 13-5

ATOMIC ENERGY DETECTION SYSTEM (AEDS) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	technical reports	original reports of laboratory analysis efforts produced in support of the U.S. AEDS, including clear text and data in bound volumes	at HQ AFTAC and AEDS laboratories	retire as permanent (note). AUTH: N1- AFU-87-12
2			copies at preparing, controlling or monitoring agencies	destroy when no longer needed. AUTH: N1- AFU-87-12

TABLE 13-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		support analysis files consisting of original hand calculations, raw data summaries and sheets, correspondence, and associated records required for reproduction of final data and for historical baseline	at HQ AFTAC and AEDS laboratories	retire as permanent (note). AUTH: N1-AFU-87-12
4	technical memos and studies	original bound reports including clear text and data, supporting records and appendices		
5			copies at preparing, controlling or monitoring agencies	destroy when no longer needed. AUTH: N1-AFU-87-12

NOTE: Transfer to the National Archives in 5 year blocks when latest records are 25 years old.

TABLE 13-6**AIR TRAFFIC CONTROL (ATC) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operational data	operations and position logs, and daily report of controllers		destroy (or erase) after 6 months (see rules 15, 16, 17 and note). AUTH: N1-AFU-89-29
1.01		approach control arrival/departure strips and other ATC information recorded as outlined in AFI 13-203		destroy (or erase) after 3 months (see rules 15, 16, 17 note). AUTH: N1-AFU-89-29
2		tape, wire or disc recordings		hold for 15 days per AFI 13-203 (see rules 15, 16, 17 and note). AUTH: N1-AFU-90-3
3		note pads and flight progress strips for recording weather information		destroy after 3 months (EXCEPTION: destroy when information is entered in operations log or is received by telautograph, teletype or other weather dissemination system). AUTH: N1-AFU-90-3
4	administration	letters of agreement and operations letters	at preparing activities	destroy 1 year after superseded or rescinded. AUTH: N1-AFU-90-3

TABLE 13-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at monitoring or reviewing activities	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
5.01		facility operating instructions	at preparing or monitoring activities	destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	ATS analysis program	unit reports and related correspondence	at other than HQ USAF/XOOA and HQ AFFSA/XVO	destroy on receipt of succeeding report, or when reported action items are completed, whichever is later. AUTH: N1-AFU-90-3
7			at HQ USAF/XOOA and HQ AFFSA/XVO	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		(RESERVED)		(RESERVED)
9				
10		analysis summary reports		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10.01		analysis checklists		destroy when related report is prepared. AUTH: N1-AFU-90-3
11		(RESERVED)		(RESERVED)
12	ATC operations	ATC operations reports containing traffic count data and daily aircraft status	at HQ AFFSA/XVO	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12.01		reports in rule 12	at all other activities	
13		ATC quarterly summary report	at MAJCOMs and below	destroy after 4 years. AUTH: N1-AFU-90-3
14			at HQ USAF/XOO	destroy after 3 years. AUTH: N1-AFU-90-3
15	data that relates to hazardous air traffic reports (see also tables 91-4 and 91-5)		at unit level	destroy after 6 months. AUTH: N1-AFU-90-3
16			at numbered Air Force/MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
17			at HQ USAF/SE and HQ AFFSA	destroy after 5 years. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19				
20				
21				

TABLE 13-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
22				
23				
24	minutes of meetings	minutes of ATC board meetings and related correspondence, which are a special collection maintained in addition to, but not duplicative of the board/committee case files in table 38-5		destroy after 2 years. AUTH: N1-AFU-90-3
25	operational evaluations	individual reports and related papers; NOTAM systems, Pilot to Forecaster Service flight evaluations, Air Traffic Service facility monitor reports, mission records, and other pertinent data		destroy after 1 year. AUTH: N1-AFU-90-3
26		(RESERVED)		(RESERVED)
27		evaluation worksheet		destroy after related report is prepared. AUTH: N1-AFU-90-3
28		tape recordings		destroy data after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: AFFSA area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports.

TABLE 13-7**CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	International Civil Aviation Organization (ICAO) and Interagency Group on International Aviation (IGIA) records and related papers	records of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements, indexes of publications, standards and recommended practices for civil aviation operations, and special project files	at HQ USAF/XOXXI	retire as permanent (See Note 3). AUTH: N1-AFU-84-40
2		extra or reference copies or records requiring no action or comments		destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 13-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	flight plans	documents required for all flights in AF aircraft, such as military and international flight plans with required attachments; weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes; related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (See Note 1)	related to aircraft conducting training missions and are not involved in any aircraft accident, incident or air traffic control deviation	destroy after 3 months. AUTH: N1-AFU-90-3
4			related to aircraft involved in an accident, incident or air traffic control deviation	destroy 1 year after appropriate investigation is complete. AUTH: N1-AFU-90-3

NOTE(S):

1. See table 21-8 for disposition of weight and balance data.
2. (RESERVED).
3. Transfer to National Archives in 5-year blocks when latest record is 25 years old.

TABLE 13-8**FLIGHT OPERATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	terminal instrument procedures (TERPs)	source records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data from Air Force activities, FAA and other government agencies		destroy three months after superseding records are incorporated into a Flight Information Publication (FLIP). Send to gaining activity when responsibilities are transferred (See Notes 1 and 3). AUTH: N1-AFU-87-34
1.01			at TERPS automating agencies	destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred. AUTH: N1-AFU-87-34

TABLE 13-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	TERPS Supporting Background Materiel	plans, letters, reports, and related correspondence supporting/affecting TERPS procedures		
2.01	TERPS Automation Data Summary and Obstruction Data	AF Form 3628, TERPS Automation Data Summary and AF Form 3629, Obstruction Data, and comparable printouts		
2.02	TERPS Master Maps	generated from obstruction data forms (See Note 2)		
3	(RESERVED)			(RESERVED)
4	changes to aircrew standardization manual	forms and correspondence recommending changes to the manual, command supplements, and routine changes to TOs included in the flight manual program	in OPR record set	see table 37-7. AUTH: N1-AFU-90-3
5			approved changes at initiating activities	destroy after inclusion in published directives. AUTH: N1-AFU-90-3
6			disapproved changes at initiating activities	destroy 1 year after notification of disapproval. AUTH: N1-AFU-90-3
6.01			approved/disapproved changes at monitoring activities	destroy after 1 year. AUTH: N1-AFU-90-3
7	notices to airmen (NOTAMs)			see table 11-6. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9				
10	aircraft arrivals and departures	flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights	used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/departure, fuel reserve, and similar data	destroy after 1 year. AUTH: N1-AFU-90-3
11		airbase runway traffic reports of landings and takeoffs		destroy after 2 years. AUTH: N1-AFU-90-3
12	airborne launch control system	status and flight logs used to record significant events occurring during alert tours or flights		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14				

TABLE 13-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15				
16				
17	commander's operational reporting system BEELINE reports	records of telephone conversations, messages, letter reports, and supporting data		destroy after 1 year. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19	electronic warfare systems	mission logs that support management requirements		destroy 30 days after end of FY in which mission was performed. AUTH: N1-AFU-90-3
20		mission logs that do not support management requirements		destroy 30 days after training period in which accomplished. AUTH: N1-AFU-90-3
20.01		mission logs that record mission performance		destroy 10 days after month in which accomplished. AUTH: N1-AFU-90-3
20.02		training accomplishment/reliability summaries and analysis records used to support management requirements		destroy 6 months after completion of training period. AUTH: N1- AFU-90-3
21	aerial gunnery activity	forms that record gunnery training, including accomplishments; also support management requirements		destroy 12 months after training period in which accomplished. AUTH: N1-AFU-90-3
21.01		forms that score/record T-1 trainer mission performance and support management requirements		destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later. AUTH: N1-AFU-90-3
21.02		mission planning/activity reports and flight evaluators' scoring records that record training and support management requirements		destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
22	operational support airlift	letters, messages, reports, or mission folders reflecting requested, nonsupported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress, and history of missions	at MAJCOMs/FOAs, preparing and intermediate activities	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-45

TABLE 13-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23	(RESERVED)			(RESERVED)
24	navigator's log	forms and comparable records used for maintenance of navigation proficiency		destroy after 3 months. AUTH: N1-AFU-90-3
25		a report of the navigation mission		
26		forms and comparable records required for investigative purposes to reconstruct flight		destroy with the investigative files to which they pertain. AUTH: N1-AFU-90-3
27	navigation work forms	standardized forms of general use		destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations. AUTH: N1-AFU-90-3
28	flight check reports			see table 11-1. AUTH: N1-AFU-90-3
29	(RESERVED)			(RESERVED)
30				
31	radar target plates	base plate charts and radar prediction negatives; target plates and pertinent history forms; for combat sorties, radar bomb-scoring sites, or other areas as required		destroy when obsolete. AUTH: N1-AFU-90-3
32	radar photo-scored bomb runs	reports used to list photo interpreter proficiency in scoring bomb impact points from radarscope photography		destroy after 3 months. AUTH: N1-AFU-90-3
33	flight authorizations	record copy of each authorization issued, under AFI 11-401, with background material such as requests, amendment, etc., including justification when required on special authorizations		destroy after 1 year. AUTH: N1-AFU-90-3
34	unit standardization/ evaluation	reports reflecting findings given flying units and those nonflying units directly involved in aircrew training	at evaluating or approving activities	destroy after 2 years. AUTH: N1-AFU-90-3
35			at evaluated and monitoring activities	destroy 1 year after complete action has been taken. AUTH: N1-AFU-90-3
36			at activities other than rules 34 and 35	destroy when no longer needed. AUTH: N1- AFU-90-3
37		informational background material collected during an evaluation		destroy on completion of analysis. AUTH: N1-AFU-90-3
38	flight crew information file	correspondence and forms disseminating information to aircrew	at flying units	destroy 6 months after superseded or

TABLE 13-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	(FCIF)	members		rescinded. AUTH: N1-AFU-90-3
38.01	aircrew publications control	forms: Publications Control Record on each aircrew member; Receipt for Standardization Publications	at units of assignment/ attachment	destroy when aircrew member is upgraded, transferred or separated, or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable. AUTH: N1-AFU-90-3
38.02		Control Log		destroy when all entries are cleared. AUTH: N1-AFU-90-3
39	aircraft flight data	recordings of in-flight operating data removed from aircraft		destroy upon receipt of next completed tape (See Notes 4 and 5). AUTH: N1-AFU-90-3

NOTE(S):

1. See T37-11, R7, for disposition of project files of proposed TERPS actions.
2. See T32-16, R5, for disposition of Civil Engineering maps and drawings.
3. See T14-8 for disposition of records maintained at Defense Mapping Agency (DMAAC).
4. NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upon completion of investigation. See also tables 91-5 and 91-7.
5. For retention requirements on data that relates to aircraft accidents/incidents, operational hazards, and/or alleged violations, see also table 13-6, rules 15, 16, 17, and tables 91-5 and 91-7.

TABLE 13-9**MISSILE SYSTEM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	readiness checks	check lists and related logs		destroy after 1 year or when missile is removed from inventory, whichever is sooner. AUTH: N1-AFU-90-3
2	service records	control logs for readiness checks, maintenance, and similar data		destroy after firing or final disposal of related missile. AUTH: N1-AFU-90-3

TABLE 13-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	ICBM code/targeting system	Unit Master Records (UMR), Verify Word/CMSC/Launch Switch Key Verification; Command Data Buffer (CDB) targeting materials; and USSTRATCOM forms: code component hand receipt, and ALCS code material receipt		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
3.01		form records not covered in rule 3		destroy 1 year after completion of the following code change. AUTH: N1-AFU-89-11
3.02		USSTRATCOM form records: certification/decertification and code handler training		destroy 1 year after individual has been decertified. AUTH: N1-AFU-90-3
4	missile alert duty orders	original copies of alert requirements		destroy after 6 months. AUTH: N1-AFU-90-3
5		duplicate copies of alert requirements		destroy on completion of duty tour. AUTH: N1-AFU-90-3
6	missile crew log	completed crew log		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 13-10**AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AFORMS data base	magnetic tapes, disks, cards that store the data that passes the computer edits and produces reports and management products, and interface with FRDS, BLMPS, MMICS and HORIS (See Note 6)	at base data processing installation (DPI)	destroy upon expiration of retention specified in AFM 171-190, Vol I. AUTH: N1-AFU-86-23
2	source documents for input to AFORMS, AFTO Form 781	AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document		destroy after 1 year and 1 month. AUTH: N1-AFU-90-31
3	source documents for AFORMS, AF Form 1887	file of AF Forms 1887, Request and Authorization for Aeronautical Orders		(see table 37-13, rule 2.1 if record copy, and rule 5 for other copies maintained as a separate file). AUTH: N1-AFU-86-23

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	source document for AFORMS, AF Form 1522	AF Form 1522, AFORMS Additional Training Accomplishment Input, used for recording accomplishments of training events		destroy when no longer needed. AUTH: N1-AFU-90-31
5	source documents for AFORMS, training update forms	computer-generated (on request) Mission Accomplishment Report (MAR) listing training events which remain to be accomplished by individual or crew; events accomplished on mission are logged on MAR and used to update AFORMS		
6	source documents for AFORMS, AF Forms 1520 and 1521	AF Form 1521, AFORMS Individual Scheduled Event Input; AF Form 1520, AFORMS Mission/ Multi-crewmember Scheduled Event Input		destroy when no longer needed. AUTH: N1-AFU-90-31
7	AFORMS input media	floppy diskettes, 5 1/4"; punch cards, magnetic tapes		destroy after 3 months. AUTH: N1-AFU-86-23
8	certificates of aircrew qualification not in a disqualified or excused status	AF Forms 8 that relate to individuals not in a disqualified or excused status	copies at unit level for evaluation program management	return to the individual all except 2 most recent qualification evaluations and instrument evaluations (if applicable) (See Note 5). AUTH: N1-AFU-86-23
9	certificates of aircrew qualifications that relate to disqualified or excused individuals	AF Forms 8 that relate to disqualified or excused individuals		
10	Flight Records Data System	Individual Flight Record Master Tape File of flight records of rated individuals that is updated monthly	at AFIA/SCF	destroy after 3 update cycles. AUTH: N1-AFU-86-23
11	AF Forms 5, Individual Flight Records	1911-1967 set of microfilm reels of individual flight records; 1911-1945 War Department Army Air Force Form 5, Individual Flight Record; War Department Army Air Force Form 5, Individual Flight Record-Student; and allied records; 1945-1967 AF Form 5, Individual Flight Records-Pilot; and AF Form 5a, Individual Flight Record-Aircraft Observer		retain for 56 years or when no longer needed whichever is later. AUTH: N1-AFU-86-23
12	AFTO Form 781, AFORMS Aircrew/Mission Flight Data	microfilm reels of card products; AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and changes thereto		destroy after 56 years. AUTH: N1-AFU-86-23

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		containing individual flight data that documents member's events and flying hours logged on each flight		
13	Individual Flight Records, semi-annual microfiche file from 1973	microfiche file "Individual Flight Records," produced semiannually and date from 1973 (reflect all 781 Detail Cards and 781 Detail Correction Cards received during 6 months; mission/design/ series summary records and career totals)		
14	Reports used to update the FRDS Individual Flight Record Master Tape file	reports from AFORMS, AFMPC and ARPC used to update the FRDS Individual Flight Record Master Tape file		destroy after 45 days. AUTH: N1-AFU-86-23
15	FRDS products	FRDS products; List of Base Input Transactions processed by AFIA/SCF; Base Input Error Listing Master Update Reconciliation Error Listing; Individual Flight Record Reconciliation Error Counts Tabulation; Extract of Flying Experience; SCF Flight Record Master File List; transcript records, and flight record inquiries		destroy when no longer needed. AUTH: N1-AFU-86-23
16	AFORMS output	Aircraft Accident Investigation List		destroy after 2 years. AUTH: N1-AFU-86-23
17	AFORMS output summaries and reports	Individual Currency Summary; Unit Currency Summary Report; Graduated Combat Capability Report; Unit Training Status Summary; Training Period Activity Summary; Aircrew Experience Report; Training Event Master Tape List; Training Table Assignment List, Crew Resource Report, Flying Time Update Summary, and Reports (AAQT4P and AAQT7P)		destroy when superseded or when no longer needed. AUTH: N1-AFU-90-31
18	AFORMS output Flying Pay Control Document, etc.	Flying Pay Control Document; No Pay Listing; Aviation Service Period Suspense List; Aviation Service Code (ASC) Conditional Entitlement Flying Hours List; Ops System Management Suspense List; Aeronautical Rated Upgrade List; Transfer Deck (Card) for Outbound Personnel		destroy all except most recent 3 months. AUTH: N1-AFU-90-31
19	AFORMS output processing schedules, etc.	AFORMS: Processing Schedule Processing Report; Transaction Audit Report; System Control File Report; Additional Flying Training Period		destroy after 1 month. AUTH: N1-AFU-90-31

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		(AFTP) Transmittal List; BLMPS/AFORMS HOSM Information List; BLMPS to AFORMS Update List; Sonic Boom Transmittal List; AFORMS to BLMPS Interface Summary; AFORMS Record Deletion Summary (AAQM4L); AFORMS Record Deletion Summary (AAQM4P); AFORMS to MMICS Interface (list)		
20	AFORMS Individual Data Summary, Flying History Report			destroy after 30 days (EXCEPTION: retain the most current individual data summary (IDS) in the Flight Records Folder (FRF) when reviewed and certified as part of the annual records review. All annual flying history reports will be maintained in the FRF as part of the permanent records. AUTH: N1-AFU-90-26
21	AFORMS output listings	Deployment Transfer Tape Listing; Deployment File Status Listing; Deployed Flying Transaction Listing; Deployed Training Transmittal Listing		destroy after deployment completed. AUTH: N1-AFU-86-23
22	AFORMS output, training reports	Selective Training Report; Aircrew Roster; Training Remaining/Accomplished Report; Training Report; Mission Report; Weekly Scheduled Activities (List); Training Plan Audit Report; Training Plan Deletion Summary; AFORMS Resource Validation List; Training Event Change List		destroy when superseded. AUTH: N1-AFU-86-23
23	(RESERVED)			(RESERVED)
24	Other AFORMS computer-generated output products			destroy when no longer needed. AUTH: N1- AFU-86-23
25	Flight Records Folders (FRFs) on rated and nonrated members engaged in flying duties (See Notes 1 and 2)	individual flight record and other documents produced from member's Master Records in the AFORMS Master File and extracted from the AFORMS Month-to-Date Transaction File for the Master Record, and copies of aeronautical orders; records in the	at Host Operations Systems Management Office (HOSM Office)	when member changes station, give member his/her file to hand- carry to gaining HOSM office; forward any subsequently received related documents to

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		FRF reflect history of member's flying experience; support flying resource management requirements relating to accountability, utilization and incentive pay entitlements; provide legal justification and authority for flight management actions related to individual participation in Air Force flying activities; and may contain record (s) accounting for disclosure(s) of documents requested under Privacy Act		gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
26	Flight Record Folders when member is disqualified for flying duties			when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification EXCEPTION: release FRF to an operational support member immediately after his/her disqualification (See Note 2). AUTH: N1-AFU-86-23
27	Flight Record Folders when member is separated from the service			when member is separated from service, release member's file to him/her (when a nonrated member cannot be located after separation, mail his/her file to member's home of record; if file is returned, hold for 3 years, then destroy (See Note 2). AUTH: N1-AFU-86-23
28	Flight Record Folders when member is reported as missing in action			when member is reported as missing in action, captured or interned, send file on rated member to AF Inspection and Safety Center/SCF, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				activity (See Note 2). AUTH: N1-AFU-86-23
29	Flight Record Folders when member is reported as deceased			when member is reported as deceased, his/her file becomes personal effects; dispose of per AFI 34- 502, (See Note 2). AUTH: N1-AFU-86-23
30	Flight Record Folders on members who enter Air Education and Training Command courses	Flight Record Folders on members who enter an Air Education and Training Command formal flying course leading to basic pilot or navigator training	at Undergraduate Pilot Training and Undergraduate Navigator Training base	when member changes station, give member his/her file to hand- carry to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
31	Flight Evaluation Folders (FEFs)(See Notes 1 and 2)	current flying qualifications of individuals; includes AF Form 942, Record of Evaluation; AF Form 8, Certificate of Aircrew Qualification, and related documents; and flight instrument evaluation for pilots	at HOSM office and/or member's duty station	when member changes station, give member his/her file to hand- carry to gaining HOSM office, forward any subsequently received related documents to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
32	FEFs when member is disqualified for flying duties			when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification (See Note 2). AUTH: N1- AFU-86-23
33	FEFs when member is separated from the service			when member is separated from service, release member's file to him/her (See Note 2). AUTH: N1-AFU-86-23
34	FEFs when member is reported as missing in action			when member is reported as missing in action, captured or interned, send file on rated member to AFIA/SCF, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining activity (See Note 2). AUTH: N1-AFU-86-23
35	FEFs when member is reported as deceased			when member is reported as deceased, his/her file becomes

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				personal effects, dispose of per AFI 34- 502 (See Note 2). AUTH: N1-AFU-86-23
36	Jump Record Folders (JRFs)(See Notes 1 and 2)	certified records of parachutists' jump qualification and experience (AF Form 922); aeronautical orders (AF Form 1887) that initiate, modify, terminate jump status or award parachutist's ratings; training record (AF Form 702); medical qualification certificate (AF Form 1042) and other source documents affecting parachutist's jump status or associated qualifications	at HOSM office	when member changes station, give member his/her file to hand- carry to gaining HOSM office; for any subsequently received related documents to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
37	JRFs when member is detached from jump duty			when member is detached from jump duty, give file to him/her for retention pending subsequent jump duty (See Note 2). AUTH: N1-AFU-86-23
38	JRFs when member is separated from the service			when member is separated from service, release member's file to him/her (See Note 2). AUTH: N1-AFU-86-23
39	JRFs when member is reported as missing in action			when member is reported as missing in action, captured or interned, forward his/her file for inclusion in Master Personnel Records Group (See Note 2). AUTH: N1-AFU-86-23
40	JRFs when member is reported as deceased			when member is reported deceased his/her file becomes personal effects; dispose of per AFI 34- 502 (See Note 2). AUTH: N1-AFU-86-23
41	aircrew waivers	waiver requests/approvals/denials to flying requirements/procedures prescribed in AFI 11-401 for aircrew members and parachutists and for their flight and/or jump duties		return to the individual all except 2 most recent years. AUTH: N1- AFU-86-23
42	approval of contractor operating procedures and flight crews	contractor crew member flight and crew member qualification record, and related documentation		destroy 90 days after contract terminated or sooner if requirement to fly is cancelled. AUTH: N1-AFU-86-23

TABLE 13-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
43	military pay order (MPO) records	suspense file of copies of AF Form 1373, MPO Document Control Log--Transmittal, and military pay orders sent to Accounting and Finance Office	at HOSM office and/or at member's duty station	destroy after 1 year. AUTH: N1-AFU-86-23
44	Daily Register of Transactions	Daily Register of Transactions (DROT) that shows each transaction forwarded to DFAS-DE-JUMPS		destroy all except most recent 3 months. AUTH: N1-AFU-90-31
45	Headquarters Operations Resource Information System	HORIS report that provides key aviation service data to HQ USAF, prepared through interface, with AFORMS, and supporting data	at HQ USAF	destroy when no longer needed. AUTH: N1-AFU-86-23
46	HORIS Report below HQ USAF		below HQ USAF	destroy when superseded. AUTH: N1-AFU-90-31
47	card desks and worksheets used in preparing HORIS report			destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-23
48	HORIS Report Audit List			destroy after 1 month. AUTH: N1-AFU-90-31
49	flying evaluation boards, faculty boards, or aeronautical rating boards	board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status		destroy after 1 year. AUTH: N1-AFU-90-3
50	flying status reports	reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements		destroy at end of FY for which authorization was granted. AUTH: N1-AFU-90-3
51	crew information formats	locally devised forms used to collect personnel and operational data on "lead-select" crews		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
52	flying status actions	correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Records (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions	at MAJCOMs/FOAs/maj or subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
53			below major subordinate commands	see table 37-11, rule 2. AUTH: N1-AFU-90-3

NOTE(S):

1. Members review their FRFs, FEFs, and JRFs at certain intervals and certify on completeness and accuracy of the records.
2. Before releasing an FRF, FEF or JRF to a member when indicated in rules 25, 26, 27, 28, 30, 31, 32, 33, 34, 36, 37, 38, 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 years after date of disclosure (see table 37-20, rule 7).
3. When changing to another station, member is given a Flight Record Package (an Individual Flight Records Envelope, AF Form 455) that contains the FRF, a Master Card Deck (or equivalent) and Master Record List, and, if applicable, also the FEF and JRF, to hand-carry to gaining station. Gaining station uses the Master Card Deck (or equivalent) to create new computer record.
4. See AFM 171-190, Vol II, tables 14-1, 14-2, for custodial, procedure and action requirements for members and Host Operations System Management Office concerning entries into the AFORMS, and the maintenance, review, station-to-station transfers to FRFs, FEFs, JRFs, and their disposition when closed out.
5. See table 36-44, rule 6, for disposition of copies of AF Form 8 used in flying training.
6. BLMPS - Base Level Military Personnel System; FRDS - Flight Records Data System; MMICS - Maintenance Management Information and Control System.

TABLE 13-11**SEARCH AND RESCUE (SAR) MISSION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	closed or suspended missions	narrative reports and message reports of opening, supplemental, reopening, and closed or suspended missions, with related correspondence, pertaining to combat and noncombat area missions	at Rescue Coordination Center (RCC) for combat area missions	retire as permanent (See Notes 1 and 2). AUTH: N1-AFU-91-46
1.01			at RCC for closed noncombat area missions other than rule 1.3	destroy 7 years after mission is closed (See Note). AUTH: N1- AFU-90-3
1.02			at RCC for suspended noncombat area missions other than rule 1.3	hold in office for 7 years after mission is suspended, then destroy (See Note). AUTH: N1-AFU-90-3

TABLE 13-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.03			at RCC for noncombat missions of other than routine nature, such as those which have wide media coverage, involve U.S. or foreign dignitaries, international flights, terrorism, or similar missions having historical research interest	retire as permanent (See Note 2). AUTH: N1-AFU-91-46
2			at operating units for closed missions	see table 10-6 (See Note 1). AUTH: N1-AFU-91-46
3			at operating units for suspended missions	see table 10-6. AUTH: N1-AFU-91-46
3.01			at other units	destroy after 1 year. AUTH: N1-AFU-90-3
4	monthly mission summary reports	form reports and related records other than those in rule 4.1		destroy after 5 years (See Note 1). AUTH: N1-AFU-90-3
4.01		form reports and related records in combat areas	at operating units for suspended missions	retire as permanent (See Note 2). AUTH: N1-AFU-91-46
5		form reports involving AF aircraft accidents		see table 91-5. AUTH: N1-AFU-90-3
6	operations logs	log books of all mission activities except rule 6.1	at RCCs	destroy after 7 years. AUTH: N1-AFU-91-46
6.01		log books of combat and high interest mission activities		retire as permanent (See Notes 1 and 2). AUTH: N1-AFU-91-46
7	incident forms	incident forms pertaining to search and rescue and emergency locator transmitters not included in rules 1 - 3.1		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 13-12**EVACUATION PLANS OF AIRCRAFT IN SEVERE WEATHER**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	plans for evacuation of aircraft in severe weather	Air Force Service Hurricane Evacuation Plan (23d AF OPLAN 9507)	at HQ 23d Air Force	Permanent. Cut off when superseded or obsolete. Transfer to National Archives when 15 years old in 10-year blocks. AUTH: GRS 18/28a
2			at other than HQ 23d Air Force	destroy 3 years after superseded or rescinded. AUTH: N1- AFU-90-3
3		Air Force base severe weather evacuation plan with form records of aircraft severe weather evacuation information, aircraft refuge facility data, hurricane and/or severe weather assignment, severe weather evacuation record, and related correspondence	subordinate command and below	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
4	annual tests of base surface evacuation plans	narrative reports and related papers	at base preparing plan	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 13-13**AIRCREW PERSONAL AUTHENTICATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Personal Authenticator Card	card form for aircrew members/individuals who may be subject to action in or over hostile territory	at operating units	destroy on reaccomplishment of a new form, on termination of or separation from military service, or when individual is no longer subject to action in or over hostile territory. AUTH: N1- AFU-90-3
2		card form for individuals who are missing or captured; maintained until fate of casualty is determined		see table 36-3. AUTH: N1-AFU-90-3

TABLE 13-14**SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	agreements	formal agreements with any modifications and related records concerning search and rescue operations involving foreign, federal, state, local and private agencies (See Note)	at federal SAR coordinator	destroy 1 year after agreement is terminated or obsolete. AUTH: N1-AFU-90-3
2	SAR support control records	lists of agencies involved in SAR operations and the location of their SAR facilities		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

NOTE: This rule applies to agreements made by SAR coordinator with foreign SAR authorities only on operational or technical matters.

TABLE 13-15**GROUND RADAR AND TRACALS EVALUATION**

GROUND RADAR AND TRACER EVALUATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	quality control reports	detection performance data, quality control chart, and quality control inspection sheets and comparable records used to record equipment performance	at sites	destroy after 1 year. AUTH: N1-AFU-90-3
2			at monitoring headquarters and any other locations	destroy when no longer needed. AUTH: N1- AFU-90-3
3	evaluation reports	station, system, and special evaluation reports	at MAJCOMs	destroy on inactivation or when superseded by new report, whichever is sooner. AUTH: N1- AFU-90-3
4			at preparing evaluation units	
5		technical records, still photos, charts, data forms, plans, report enclosures, survey data, etc., used as a data base for preparing reports		
6		station, system, and special evaluation reports	at sites and monitoring headquarters	
7	ground radar station reports	continuous evaluation original reports		destroy 1 year after end of the year in which last entry is made. AUTH: N1-AFU-90-3
8		reports consolidated in command periodic reports		destroy 3 months after end of report period. AUTH: N1-AFU-90-3

14. Intelligence. These tables cover disposition instructions for records pertaining to collection, identification, evaluation, classification and dissemination of general and technical intelligence, including mapping, charting, and geodesy (MC&G).

TABLE 14-1**INTELLIGENCE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	indexes or accession lists	manual or machine-produced subjective, regional, country or similar indexes or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by AF intelligence	based on AF intelligence production activities or their finished intelligence products	retire as permanent with the records to which they pertain (See Note). AUTH: NC1-AFU-80-8
2			based on intelligence research or library-type activities of intelligence holdings on raw and finished intelligence products of other activities	see table 37-14. AUTH: N1-AFU-90-3
3			special indexes or bibliographies prepared in support of studies or projects	dispose of originals with the study or project of which they become a part. AUTH: N1-AFU-90-3
4			rule 3 information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
5	intelligence record dissemination	data accumulated incident to disseminating intelligence reports, publications and other records; supporting agreements; interpreting general release policies; and substantiating requirements of the various recipients of intelligence records		destroy 1 year after requirement is discontinued or superseded. AUTH: N1-AFU-90-3
6	joint and external committee membership			see table 38-5. AUTH: N1-AFU-90-3
7	captured records	information captured or confiscated in wartime under international law including records of a foreign government, military, private or other institutions	at intelligence offices	disposition pending. AUTH: Unscheduled
8	Sensitive Compartmented Information (SCI) Nondisclosure Agreements (NDAs)	DD Form 1847-1 or similar forms	at 497 IG/INSB	destroy after 70 years. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 14-2				
COLLECTION RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	raw intelligence	intelligence information reports on domestic, foreign, scientific and technical intelligence matters which have been recorded on microfilm or microfilm aperture cards, or have been determined not required	at HQ USAF	see table 37-14. AUTH: N1-AFU-90-3
2			information copies at other than HQ USAF	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
3		source and raw material, such as photographs, messages, and other intelligence accumulated by originators and used in preparing DoD intelligence information reports		destroy 1 year after completion of report. AUTH: N1-AFU-90-3
4	collection requirements	correspondence and records pertaining to levy and collection action (for which DIA is the office of record)	at HQ USAF	destroy 1 year after cancellation or completion. AUTH: N1-AFU-90-3
5			at originating elements	destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3
6			action information sets at field collection activities	destroy 90 days after cancellation or completion. AUTH: N1-AFU-90-3
7	proposals for collection of intelligence	correspondence and related records regarding presentation of proposals for collection of intelligence not developed into collection requirements		destroy 2 years after cancellation. AUTH: N1-AFU-90-3
8	collection operations	correspondence and related records regarding individual case development and exploitation related to special project or case file		destroy 1 year after completion of project case and preparation of resulting intelligence reports (EXCEPTION: selected records may be retained indefinitely as background for known recurring operations). AUTH: N1-AFU-90-3
9	collection devices projects	records reflecting activities of collection teams that monitor the development of devices and equipment from the standpoint of intelligence needs		destroy 2 years after project is completed or cancelled. AUTH: N1-AFU-90-3
10	USAF name registry	record on persons for whom the AF has responsibility	records recorded on microfilm	see table 37-14. AUTH: N1-AFU-90-3

TABLE 14-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11			individual files	destroy when inactivated or no longer needed. AUTH: N1- AFU-90-3
12	collection guidance	DIA manuals, instructions, and guidance letters accumulated at all AF activities and listed in AFIND-4	directed to be returned by current DIA manuals	request disposition instructions from HQ AFISA/INSA(R). AUTH: N1-AFU-90-3
13			not directed to be returned by current DIA manuals	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
14		record sets of AF 200-series manuals containing AF-produced photographic interpretation keys (PIKs)	at Rome Air Development Center	see table 37-7. AUTH: N1-AFU-90-3
15			retained in conformance with CODIBD-75	disposition pending. AUTH: Unscheduled
16			at activities other than rules 14 and 15	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
17			AF standard intelligence publications not containing PIKs	see table 37-7. AUTH: N1-AFU-90-3
18		HQ USAF intelligence guidance numbered letters which provide requirements, collection guidance of a limited nature, and specific reporting instructions	record sets at HQ USAF	disposition pending. AUTH: Unscheduled
19			information copies	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
20	ELINT data reduction	mission folders containing electronic intercept and analysis reports, supporting papers, and assorted technical materials		destroy after 1 year. AUTH: N1-AFU-90-3
21		master intercept tapes maintained for EDP to provide a complete updated records of intercepts		destroy 4 years from date of intercept. AUTH: N1-AFU-90-3
22		subsidiary punched cards or other mass data records used in processing ELINT data	on unknown emitters and for intercepts originated by the individual organization	destroy when no longer needed. AUTH: N1- AFU-90-3
23			not covered in rule 22	destroy after 3 years or when transcription to

TABLE 14-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				computer tape has been accomplished. AUTH: N1-AFU-90-3
24	blood chits	reports of lost blood chits		destroy 1 year after release from accountability. AUTH: N1-AFU-90-3
25		inventory reports		destroy when superseded. AUTH: N1-AFU-90-3
26	OPTINT	photographic film and prints, paper analog and microfilm	Apollo Range Instrumentation Ships (ARIS) packed data tapes and film stored at Air Force Eastern Test Range, Patrick AFB, Florida	degauss/destroy data after an annual review. An absolute minimum of classical mode quality data will be held for 5 years. AUTH: N1-AFU-90-3
27			packed data tapes and film retained by Foreign Technology Division	
28	TELINT	paper analogs, messages, and reports		destroy analogs after an annual review. An absolute minimum of classical mode quality data will be held for 2 years. AUTH: N1- AFU-90-3
29		magnetic tape		degauss tapes after annual review. An absolute minimum of classical mode quality will be held for 3 years. AUTH: N1-AFU-90-3
30	RADINT	over-horizon detection (OHD) packed- data tapes		degauss/destroy after 1 year. AUTH: N1-AFU- 90-3
31		ARIS packed-data tapes		degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 3 years. AUTH: N1- AFU-90-3
32		Aerospace Defense Center packed-data tapes		degauss tapes after annual review. An absolute minimum of classical mode quality

TABLE 14-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				data will be retained 5 years. AUTH: N1-AFU-90-3
33	PHOTINT	filmed test events, data on paper analogs, magnetic tapes and photographs		destroy filmed test events after 10 years. Duplicate films will be destroyed after 5 years. AUTH: N1-AFU-90-3
34	intelligence debriefs and related files on prisoners of war (PWs), combat escapees and evaders, peacetime captives, internees/detainees, whether civilian or military	debriefs, transcripts, messages, studies, reports, correspondence, maps, charts and other records pertaining to the subject matter. Includes all types of storage/recording formats, i.e., typed, handwritten, electronically produced or photographed, etc.	at Joint SERE Support Agency (AF/XO)	retain pending approval of disposition authority. AUTH: N1-AFU-90-3
35			at AFHRA	
36			at Air Force activities other than rules 34 and 35	

TABLE 14-3

INTELLIGENCE ESTIMATE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	intelligence estimates	data relating to analyses of the intentions, capabilities and vulnerabilities of nations and areas, developed for use in operational planning	record sets and supporting records at originating offices	retire as permanent (See Note). AUTH: NC1-AFU-80-8
2			information copies	destroy when superseded, rescinded or no longer needed. AUTH: N1-AFU-90-3
3	intelligence contributions and estimates	data supporting an AF contribution to the national or joint estimate		destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	finished intelligence reports	specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications	record sets and supporting records at office of preparation	retire as permanent when rescinded, superseded or obsolete (See Note). AUTH: NC1-AFU-80-8

TABLE 14-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			information copies, including copies of intelligence reports produced by other agencies	destroy when superseded, rescinded or no longer needed. AUTH: N1-AFU-90-3
6	intelligence reference records	printed or processed materials, photographs or maps accumulated at any organizational level as a reference file or for library intelligence research purposes	information copies of finished intelligence reports at originating activity	disposition pending. AUTH: Unscheduled
7			at HQ USAF and produced by other national intelligence agencies, DIA, unified and special commands, or by AF activities for departmental level	destroy 5 years after record is superseded or rescinded. AUTH: N1-AFU-90-3
8			at other than HQ USAF	destroy when superseded, rescinded or no longer needed. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 14-4**INTELLIGENCE POLICY AND PLANNING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	policy directives	nonstandard publications and letters that are directive in nature, which establish principles for all AF intelligence components of unified and specified commands, and the USAF INTEL series	record sets at HQ USAF	disposition pending. AUTH: Unscheduled
2			information copies	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
3	planning	HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of AF intelligence responsibilities, missions and organization		disposition pending. AUTH: Unscheduled

TABLE 14-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	production planning support	production surveys and studies, program monitoring, and collection planning data system reports incident to development and support production planning		disposition pending. AUTH: Unscheduled
5	annexes to joint, command, operations, and wartime planning	communications and records received from other Defense agencies, AF components of unified and specified commands, and subordinate AF echelons	master sets at originating headquarters	see table 10-4. AUTH: N1-AFU-90-3
6			at HQ USAF for monitoring purposes and/or coordination	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
7	disclosure of military information to foreign governments and international organizations	records of National Military Information Disclosure Policy Committee (NDPC) which announce the National Disclosure Policy (NDTC-1), AF representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers	at HQ USAF	destroy after 10 years. AUTH: N1-AFU-90-3
8		policies which reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified/unclassified military information to foreign governments and international organizations	at any AF level with disclosure authority	
9		completed control case files on release of records to foreign governments, foreign nationals, and international organizations, containing requests for the records, authorizations, and justifications for the release, and related papers	pertinent to disclosure of classified information	
10			pertinent to disclosure of unclassified information	
10.01			information copies below major command level pertinent to disclosure of classified	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 14-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			and unclassified information	
11	signed receipts for records released to accredited representatives of foreign nations (see table 31-4 for exchanges under NATO, SEATO or CENTO agreements)		conditions of disclosure, and serve as a records of the transfer of accountability for classified information, and as a certificate of agreement on the part of the recipient government about further handling of the information	destroy after 6 years. AUTH: N1-AFU-90-3
12	contract development and monitoring	documentation of implementation, contract development, substantive monitorship, bids, proposals, brochures, technical guidance, reports, correspondence, contracts and amendments, fulfillment of requirements, studies, and contractor final reports of external assistance and contracts and agreements with Government agencies and civilian contractors that provide technical and scientific contributions for intelligence efforts		disposition pending. AUTH: Unscheduled
13	production expenditures	master files of project or task assignment forms authorization for commitment and expenditure of intelligence production resources		disposition pending. AUTH: Unscheduled
14		project or task case files	documenting expenditures of production capabilities	
15			documenting expenditures incident to administration	destroy after 2 years. AUTH: N1-AFU-90-3
16		routine matters or one-time requests consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development		

TABLE 14-5

FOREIGN NATIONALS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requests for visits	requests for authorization to visit AF installations and/or industrial facilities, degree of security classification authorized, letters of authority to visit, report of visit, and log books	at HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
1.01			at other than HQ USAF	destroy short term visit requests (1-30 days) after 3 months; destroy long term visit requests (1 month-1 year) after 1 year. AUTH: N1-AFU-90-3
2	tour folders	tour letters, biographical sketches, itineraries, and pertinent protocol information on foreign nationals under auspices of OSAF or Chief of Staff, USAF, Inter-American Relations Program, or MAP	at HQ USAF or MAJCOMs	destroy after 20 years. AUTH: N1-AFU-90-3
3		forms and logs	at HQ USAF	
4	country files	records containing information on countries which send representatives to visit AF installations		destroy after 2 years. AUTH: N1-AFU-90-3
5	awards	general orders and correspondence concerning awards or recommendations for awards	at HQ USAF	destroy after 4 years. AUTH: N1-AFU-90-3
6			at field activities	destroy after 2 years. AUTH: N1-AFU-90-3
7		logs	at HQ USAF	destroy after 20 years. AUTH: N1-AFU-90-3
8	medical treatment			see table 41-11. AUTH: N1-AFU-90-3
9	accredited attaches	a roster of service attaches accredited to the AF, in booklet form, revised quarterly, containing position assignments, local addresses, and basic family data (used primarily for protocol matters)	record copies at originating offices	destroy after 20 years. AUTH: N1-AFU-90-3
10			information copies	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
11	Individual Foreign Attache Information Folder	accreditation paperwork, photographs, biographical data and other correspondence pertaining to individual attaches accredited to the Air Force	at HQ USAF	destroy when no longer needed. AUTH: N1-AFU-87-28

TABLE 14-6**MAPPING, CHARTING AND GEODESY (MC&G) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requirement	copies of requirements, submissions, guidance, studies, background information, and other information related to MC&G requirements.		destroy when no longer needed. AUTH: N1-AFU-92-18
2	development project files	technical data, documentary material and background studies or reports related to developmental MC&G programs or weapon systems using MC&G products and services.		destroy when no longer needed. AUTH: N1-AFU-92-18
3	standard analog MC&G products	technical data, catalogs, specifications, and background information related to standard aeronautical, hydrographic, topographic, target material, and general purpose MC&G products.		destroy when no longer needed or when no longer produced. AUTH: N1-AFU-92-18
4	sample MC&G products	maps, charts, photos, negatives, graphics, prototype products and any other MC&G material kept as sample products or for reference purposes		destroy when no longer needed or when product is obsolete. AUTH: N1-AFU-92-18
5	point positioning databases (PPDB)	preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media	held by the using agency	destroy when no longer needed or when product is obsolete. (See Note) AUTH: N1-AFU-92-18

NOTE: Copies of destruction certificates for all PPDB materials destroyed will be forwarded to director, DMA Combat Support Center, ATTN: PPO, Washington, DC 20315-0010.

TABLE 14-7**DIGITAL DATA RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	standard digital MC&G products	technical data, specifications and background information related to standard digital terrain data, feature data, maps and other digital products		destroy when no longer needed. AUTH: N1-AFU-92-17
2	simulator databases	technical data, transformation information and other records related to simulator databases	other material	destroy when no longer needed. AUTH: N1-AFU-92-17
3	printed, photoprocesses, and similarly produced charts and maps (See Note 2)	charts, maps, atlases, portfolios, photomaps, and all related indexes, in map or other form, including each edition or variant thereof, produced for or by the AF	held by the producing activities	destroy when no longer needed. AUTH: NC1-AFU-78-48

TABLE 14-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	point positioning data bases (PPDBs)	preprocessed sets of photographs		destroy when no longer needed in accordance with existing security regulations; forward copies of the destruction certifications to Defense Mapping Agency (DMA)(See Note 3). AUTH: N1- AFU-90-3
5	research reference records (See Note 1)	written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance	held by the producing activity	destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner. AUTH: N1-AFU-78- 49

NOTE(S):

1. They may also include intelligence information; see tables in 14-series for disposition instructions.
2. Forward 2 copies to DMAAC/MCEA.
3. Send destruction certifications to: DMAAC, ATTN: PPDG, 3200 South Second Street, St Louis, MO 63118-3399.

TABLE 14-8**FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	background materials	NOTAMs, airfield diagrams, engineering drawings, and communications from AF activities, FAA, USC&GS, NOAA, and other government agencies.		destroy when no longer needed. AUTH: N1- AFU-92-20
2	flight information publications	records related to aeronautical facilities, flight planning records, enroute high/low altitude charts, terminal flight information publications, foreign clearance guides, and similar records for AF use.	held by AF activities	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-92-20
3		record set of FLIPs		see Table 37-7, Rule 1. AUTH: N1-AFU-92-20

NOTE: FLIP material are addressed in AFI 11-201.

TABLE 14-9

GEODESY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	basic records	data related to conventional, magnetic, satellite, gravity, astronomic, or inertial surveys; data which may reflect observations; and data related to geodetic mathematical models	held by AF activities	destroy when no longer needed. AUTH: N1-AFU-92-19
2	mathematical computations	computations involved in converting or transforming coordinates between reference systems, calculating information from coordinates or earth measurements		
3			preliminary computations	destroy preliminary computations when no longer needed. AUTH: N1-AFU-90-3
4	office records	computations involved in determining final values to be derived from observed data by adjustment or some other process	at organizations performing computation	destroy originals when no longer needed. AUTH: NC1-AFU-78-46
5			geodetic or gravity data	send two copies to DMAAC/ GDGG. AUTH: NC1-AFU-78-46

TABLE 14-10

SCI ADMINISTRATIVE SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	accountability records for incoming SCI (excludes CSSOs)	registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy SCI documents, TCC message logs, forms or similar records	used to record the receipt and internal distribution of SCI received by a SCIF regardless of the manner received	disposition pending. AUTH: Unscheduled
2	accountability records for outgoing SCI (excludes CSSOs)	registers, logs, forms shipping manifests specifically describing outgoing SCI	used to acknowledge receipt of SCI transferred among physically separated SCIFs	disposition pending. AUTH: Unscheduled
3	CSSO accountability records for SCI	registers, logs, document receipts, destruction certificates, control cards, inventory records	used for recording and acknowledging the receipt, routing location and disposition of SCI accounting the CSSO	disposition pending. AUTH: Unscheduled

TABLE 14-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	contractor/consultant SCI (access by visual, oral, or physical means) records	access records showing signatures of contractor/consultants having access to individual SCI items	at CSSOs and other SCIFs	disposition pending. AUTH: Unscheduled
5	accountability record for incoming collateral material controlled according to AFD 31-4	registers, log, or retained copies of receipts/shipping manifests received with hard copy documents; TCC message logs, forms or similar records	related to documents physically held within a SCIF excluding CSSOs	disposition pending. AUTH: Unscheduled
6	pouch and package receipts for SCI	forms receipting (by package number or similar identification for sealed packages or pouches containing SCI	used to obtain a receipt for sealed outgoing package to be sent by DEFCOS or other authorized courier	disposition pending. AUTH: Unscheduled
7			pertinent to sealed incoming packages received via DEFCOS or other authorized courier	disposition pending. AUTH: Unscheduled
8	SCI sanitization, memorandum of agreements of similar records	agreements among "Proper Authorities" and supporting SCI procedures	used to document needed SCI sanitization support	disposition pending. AUTH: Unscheduled
9	records of sanitization or operational use of SCI in emergency/hostilities situation	a description of the sanitization or release action taken by a "Proper Authority"	used to document action taken according to USAFINTTEL 201-1, Chapter 15	disposition pending. AUTH: Unscheduled
10	SCI sanitization in non-emergency situations	copies of sanitized records annotated with original SCI source	used to document nonemergency sanitization actions taken according to USAFINTTEL 201-1	disposition pending. AUTH: Unscheduled
11	introduction and use of fictitious SCI into field exercises, command post exercises, or training situations	fictitious or simulated SCI products and reports	used to add realism to the exercise scenario	disposition pending. AUTH: Unscheduled
12	access to GAMMA products	registers and access rosters required by USAFINTTEL 201-1, Chapter 20	used to record the signature and related data of persons having access to individual GAMMA products	disposition pending. AUTH: Unscheduled

TABLE 14-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	Consumer Intelligence reports	a periodic specialized SCI Intelligence reports, studies, including both technical and general Intelligence concerning their combat application	the results of in-depth research and analysis for SCI consumers	disposition pending. AUTH: Unscheduled
14	destruction certificates for GAMMA material	destruction certificates certifying the destruction of GAMMA material		disposition pending. AUTH: Unscheduled
15	destruction certificates for BRAVO material	destruction certificates certifying the destruction of BRAVO material		disposition pending. AUTH: Unscheduled disposition pending. AUTH: Unscheduled
16	ROXAD Messages	messages disseminating SCI security education/awareness, and information on existing policy		disposition pending. AUTH: Unscheduled
17	ODANS, OILAH, OSSIZ and VATOS Messages	messages used to disseminate SCI policy guidance up to the SI, TK, and BRAVO level		disposition pending. AUTH: Unscheduled
18	inadvertent disclosure agreements	agreements subscribing to secrecy rules signed at the time of inadvertent disclosure to SCI by non-SCI indoctrinated	at AF/INSC an part of an SCI security incident report	disposition pending. AUTH: Unscheduled
19				disposition pending. AUTH: Unscheduled
20	SCI security violations, incidents or compro	reports of SCI security violations, incidents or compromises of SCI	declared an SCI compromise by AF/INSC, DIA, NSA, or CIA	disposition pending. AUTH: Unscheduled
21			not declared an SCI compromise	disposition pending. AUTH: Unscheduled
22	SCI security education programs	security education literature, posters, lectures, etc.	conducted by SCI Security Officials	disposition pending. AUTH: Unscheduled
23	GAMMA, LOMA, and BRAVO accountability, control and inventories	Logs, registers, forms, or similar records		disposition pending. AUTH: Unscheduled

TABLE 14-11

SCI PERSONNEL SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel security access or adjudication of persons filling or nominated to fill SCI position	complete case files showing dates of access, adjudication data and rationale, reason for debriefing or determining ineligible for SCI	at AF/INSB	disposition pending. AUTH: unscheduled
2		access requests investigative request and reports, indoctrination/debriefing reports, in status transfer authorizations, copies of personal history statements, SCI data code award/deletion		
3				disposition pending. AUTH: unscheduled
4	"For Cause" separation or discharge actions under USAFINTTEL 201-1, Chapter 3 and /AFP D 31-5; AFI 31-501	recommendations, reports, and other records concerning possible "for cause" separation actions on SCI indoctrinated persons	at AF/INSB, if not closed favorably	disposition pending. AUTH: unscheduled
4.01			at AF/INSB if closed favorably	disposition pending. AUTH: unscheduled
5				disposition pending. AUTH: unscheduled
6	absentee case files	data on SCI indoctrinated persons listed as missing	at AF/INSB	disposition pending. AUTH: unscheduled
7				disposition pending. AUTH: unscheduled
8	SCI billet validation records	records validating decisions concerning SCI billet establishment, redesignation, realignment, deletion or change		disposition pending. AUTH: unscheduled
9	SCI indoctrination and debriefing oaths	DD Form 1847 and 1848, or similar forms	at all offices if used to maintain SCI billet records	disposition pending. AUTH: unscheduled
10	SCI indoctrination/debriefing materials	Briefing slides, scripts, video tapes, etc.		disposition pending. AUTH: unscheduled
11	Assignment or travel to hazardous areas listed in USAFINTTEL 201-1 Chapter 21	documents concerning the travel of SCI indoctrinated persons	at AF/INSC	disposition pending. AUTH: unscheduled
12				disposition pending. AUTH: unscheduled

TABLE 14-11**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	SCI reindoctrination oath/register	records pertaining to periodic or special SCI reindoctrinations	accomplished according to USAFINTEL 201-1, Chapters 4 and 19	disposition pending. AUTH: unscheduled
14	SCI Billet Structure (SCIBS)	monthly or periodic ADP other listings reflecting SCIBS data required by USAFINTEL 201-1, Chapter 2		disposition pending. AUTH: unscheduled
15	SCI secrecy agreements	SCI Nondisclosure Statements (DD Form 1847-1 or similar forms)	at AF/INSB	disposition pending. AUTH: unscheduled
16				disposition pending. AUTH: unscheduled
17	Special purpose access (SPA) accountability	Name, rank, SSAN, access, date(s), purpose and organization	at all servicing SSO's and MAJCOM SSO's	disposition pending. AUTH: unscheduled
18	Access certifications for foreign visits/visitors	all access certification documentation pertaining to foreign visits	at AF/INSB and all other offices	disposition pending. AUTH: unscheduled
19	Permanent certifications for foreign visits/visitors	all permanent certification documentation pertaining to foreign visits	at AF/INSB and all other offices	disposition pending. AUTH: unscheduled
20	Indoctrination/debriefing material	vugraphs, scripts, video tapes or similar records	at SSOs/SVAs and organizations with indoc/debriefing authority	disposition pending. AUTH: unscheduled

TABLE 14-12**SCI PHYSICAL SECURITY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	SCIF validation and accreditation	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions, and similar data	at AF/INSC	disposition pending. AUTH: unscheduled
2			at MAJCOM and intermediate SCI security offices (SSO, SVA Custodian, SSR, CSSO) with SCI security cognizance	disposition pending. AUTH: unscheduled
3			at the SCIF involved	disposition pending. AUTH: unscheduled

TABLE 14-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	Technical Surveillance Countermeasure (TSCM) surveys conducted according to AFI 71-101, Vol I	reports of physical and electronic searches conducted within SCIFs and corrective action follow-up data		disposition pending. AUTH: unscheduled
5	TSWA Approval	TSWA approval letters or messages from AF/INSCF and MAJCOMs		disposition pending. AUTH: unscheduled
6	SCI Emergency Action Plans (EAPs)	plans developed to protect SCIFs from attack or capture by hostile forces, natural phenomena, fire, sabotage, riots, or similar conditions	required by Chapter 17 of USAFINTEL 201-1	disposition pending. AUTH: unscheduled
7	Semi-Annual tests of SCIF alarm systems (AF Form 2530) and Semi-Annual security response force tests. VATOS 1-93	records concerning evaluation and monthly testing of installed alarm systems and quarterly security response force tests	used to determine the effectiveness of alarm operations and general security alertness of response forces	disposition pending. AUTH: unscheduled
8	Random Search program records	reports of results of monthly random searches		disposition pending. AUTH: unscheduled
9	Bimonthly Status Reports	status reports of SCIFs under construction/major modification.		disposition pending. AUTH: unscheduled

NOTE: The cognizant SCI official will retain an audit trail of actions affecting physical/TEMPEST security of the SCIF for the period of its accreditation. Selected material may be retained beyond 6 months after withdrawal of accreditation if there is any likelihood of reaccreditation. Any reaccreditation of a facility after withdrawal must comply with current regulatory requirements according to DCID 1/21. VATOS 1-93

15. Weather. Policies, procedures and technical guidance governing weather and space environmental services activities. These activities include ground/aerial weather observations and forecasts, climatology, weather modification, high altitude density calculations, solar flare information, observations and forecasts of ionospheric disturbances, meteorological services related to air pollution control, and the storage and retrieval of atmospheric and space environmental data. (Aerial weather reconnaissance pilot and aircrew instructions are contained in the 11-series.)

TABLE 15-1

WEATHER AND SPACE ENVIRONMENT OBSERVING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	observing worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed. AUTH: N1- AFU-90-3
2	surfacing observing records	original weather observation forms in the possession of USAFETAC OL-A, Asheville, NC		send to the National Climatic Data Center (NCDC) after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
2.01		original weather observations forms or AWDS-generated forms produced by weather stations or teams	at home station or deployed location	send to USAFETAC OL-A, Asheville, NC AUTH: N1-AFU-90-3
3		duplicate weather observation forms		destroy after 5 years. AUTH: N1-AFU-90-3
4		equipment recorder charts, rolls, or printouts such as transmissometer rolls, wind rolls/printouts, and barograph charts		destroy after 15 days or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	surfacing observing records	barometer standardizations/comparisons		destroy when the aneroid barometer to which they apply is replaced. AUTH: N1- AFU-90-3
6	upper air observing records	original data in the possession of USAFETAC OL-A, Asheville, NC		send to the NCDC after 1 month, or after processing, whichever is later. AUTH: N1- AFU-90-3
6.01		original data produced by weather stations or teams	at home station or deployed locations	send to USAFETAC OL-A, Asheville, NC. AUTH: N1-AFU-90-3
7	weather reconnaissance records	adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages	at USAFETAC OL-A, Asheville, NC	send to the NCDC after 1 month, or after processing, whichever is later. AUTH: N1- AFU-90-3
7.01			produced reconnaissance personnel by	send to USAFETAC OL-A, Asheville, NC. AUTH: N1-AFU-90-3
8		all other weather reconnaissance data		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1- AFU-90-3

TABLE 15-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	space data	original optical patrol worksheets and patrol film, radio solar patrol logs and radiometer strip charts used in manual patrol, SFIR strip charts and merged magnetic tapes of monthly digital data from RSTN observing sites, ionograms (traces/films/tapes), riometer and radio SIDS charts and ionospheric worksheets		send to the National Geophysical Data Center (NGDC) after 30 days. AUTH: N1-AFU-90-3
10		(RESERVED)		(RESERVED)
11		geophysical observations that are interpretable without reference to recording equipment and/or of lasting value		send to the NGDC after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
12		original data such as space scientific geophysical observations from rockets and satellites		send to the National Space Sciences Data Center after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
13		Defense Meteorological Satellite Program (DMSP)	original digital data from all sensors received at Air Force Global Weather Central (AFGWC)	transfer to National Environmental Satellite, Data, and Information Service (NESDIS) after 1 week. AUTH: N1-AFU-90-3
13.01		(RESERVED)		(RESERVED)
13.02		Defense Meteorological Satellite Program (DMSP)	softcopy imagery at locations other than AFGWC	destroy after 15 days. AUTH: N1-AFU-90-3
13.03		(RESERVED)		(RESERVED)
14				
14.01		meteorological satellite (METSAT) data not from DMSP	softcopy imagery at locations other than AFGWC	destroy after 15 days. AUTH: N1-AFU-90-3
14.02		selected METSAT, ionospheric, or space environmental data used for special studies/training		destroy when no longer needed. AUTH: N1-AFU-90-3
15		DMSP special sensor data magnetic tape from ionospheric sensors		send to the NGDC after 1 week. AUTH: N1-AFU-90-3
16		DMSP special sensor data magnetic tape from atmospheric sensors		send to the NCDC after 1 week. AUTH: N1-AFU-90-3
17	weather radar	conventional radar observations log produced by stations on the US Basic	originals	send to the National Climatic Data Center

TABLE 15-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Weather Network and those that support the National Hurricane Plan		after 1 month. AUTH: N1-AFU-90-3
18			duplicates	destroy after 1 month. AUTH: N1-AFU-90-3
19		conventional radar observations logs produced by stations not part of the US Basic Weather Network and those that support the National Hurricane Plan		destroy after 3 months. AUTH: N1-AFU-88-42
20		conventional radar scope photographs of tropical storms		send to the NCDC when local purpose has been served. AUTH: N1-AFU-90-3
21		conventional radar performance logs		destroy when no longer needed. AUTH: N1-AFU-90-3
22	weather and space environmental observing equipment	outage logs		destroy when no longer needed, or after 3 months, whichever is later. AUTH: N1-AFU-90-3

TABLE 15-2**FORECASTING RECORDS AND CHARTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	forecasting worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed. AUTH: N1-AFU-90-3
2	written, pictorial, or magnetic tape forecasts	terminal forecast worksheets, time cross-sections, weather warning and advisory logs, flight weather briefing forms, flimsies, folder briefing logs, and similar records	at home station or deployed location	destroy after 3 months, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	charts	hand-prepared, recorded, or microfilmed meteorological or astrophysical prognosis and analysis charts		destroy locally after one month or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		meteorological or astrophysical charts designated for microfilming or use in special studies		send to National Climatic Data Center (NCDC) or National Geophysical Data Center (NGDC), as appropriate, after 1 month or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 15-3**ELECTRICALLY TRANSMITTED DATA RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	teletype/alpha- numeric hard copy or magnetic tape data collections	weather observations, forecasts, prognostic data, analysis, etc.		destroy when no longer needed. AUTH: N1- AFU-92-32
2	facsimile charts			
3	(RESERVED)			(RESERVED)
4	communications service, communications equipment, or display equipment	outage logs		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
5	data requirements	data requirements requests and listings and facsimile products listings	for routine data	destroy when no longer needed. AUTH: N1- AFU-90-3
6	(RESERVED)			(RESERVED)
7	electronic data	selected model and observations data fields	produced at Air Force Global Weather Central (AFGWC)	send to USAFETAC OL-A, Asheville, NC when no longer needed. AUTH: N1-AFU-90-3

TABLE 15-4**OTHER WEATHER OR SPACE ENVIRONMENTAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	local dissemination	autowriter rolls and dissemination logs		destroy when no longer needed, or after 1 month, whichever is later. AUTH: N1- AFU-90-3
2	pilot reports	forms and PMSV logs		destroy after 1 month. AUTH: N1-AFU-90-3
3		AIREP logs		destroy when no longer needed. AUTH: N1- AFU-90-3
4	technical analyses or studies, published or unpublished validated or unvalidated	weather, climatological, or space environmental analyses reports, papers, notes, conclusions, rules, memos, notebooks, etc.	original, whether prepared at home station or deployed location, or received in response to a Special Assistance Request (SAR)	destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-86-51
5			duplicates, office reference collection, or file copy	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 15-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		summaries of weather or space environmental data such as conditional climatology tables		
7		worksheets, computer data, workcharts, or other data		destroy when no longer needed. AUTH: N1-AFU-90-3
8		source material		transfer with original copy of related environmental study. AUTH: N1-AFU-90-3
9		records pertaining to the location, acquisition, or use of sources of environmental data		destroy when obsolete. AUTH: N1-AFU-90-3
10	weather modification	logs, reports, and similar records		destroy after 5 years. AUTH: N1-AFU-90-3
11	evaluation program records	worksheets, surveys, reports, quality control registers and summaries, and locally or centrally produced operational evaluation data		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

16. Operations Support. These tables cover records pertaining to political military and security assistance programs and foreign disclosure.

TABLE 16-1**POLITICAL MILITARY AND SECURITY ASSISTANCE PROGRAM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Security Assistance Programs which are, or may be, in litigation	all records pertaining to a program sale or transfer	at all levels of USAF	keep records until no longer needed as directed by SAF. AUTH: N1-AFU-90-3
2	Journal of Military Assistance	a quarterly publication which includes statistical and control-type data, summaries of status, and progress of principle programs and objectives	at SAF	disposition pending. AUTH: Unscheduled
3		(RESERVED)		(RESERVED)
4		supporting records, including miscellaneous statistical data, political messages and reports, coordination and/or comments from OSD, Army, and Navy covering tri-service programs, and related correspondence		disposition pending. AUTH: Unscheduled
5	records of AF sections of MAAGs and missions	program directives, materiel guidance records, etc., and requisition case files		disposition pending. AUTH: Unscheduled

TABLE 16-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		copies of records used for requisitioning and delivery of materiel and services; also similar-type supply transactions processed according to MILSTRIP, MILSTAMP, and UMMIPS procedures		destroy when no longer needed. AUTH: N1-AFU-90-3
7	foreign military sales (FMS), grant aid, military assistance programs, and other security assistance programs	case files which contain all records required to monitor and process the sale and delivery of materiel and services to eligible foreign countries from receipt of the USAF implementing directive to final accounting and closing of the case, including copy of the USAF directive, letter of request, letter of offer and acceptance, supply transactions, program changes, procurement data, requisition data, delivery listings, shipping information, closing action and related correspondence	at SAF, HQ AFMC, HQ AETC, ALC, product centers, and monitoring activities	disposition pending. AUTH: Unscheduled
8		reports, such as FMS deliveries and/or services performed, which contain all actual materiel, training, and services provided to eligible foreign countries	at performing organizations	destroy when no longer needed, provided information thereon has been made part of a case file. AUTH: N1-AFU-90-3
9		delivery lists	at HQ DFAS-DE activities	see table 177-3. AUTH: N1-AFU-90-3
10		reports, such as FMS forecast of deliveries report, part I-status of FMS (open cases only) quarterly report; part II-status of FMS (closed cases only) annual report	at DFAS-DE	destroy 10 years after period of report. AUTH: N1-AFU-90-3
11			at other than DFAS-DE	destroy when superseded by an updated report, or when no longer needed. AUTH: N1-AFU-90-3
12		data processing records, such as suspense listings, checklists, proof lists, monitor lists, error lists, and similar data		destroy 60 days after item action or terminal reports have been prepared. AUTH: N1-AFU-90-3
13	grant aid automated program control data	transaction source data in card format, such as DMA5, P&R, commitments, corrections, MASL, delivery, supplemental program directives, requisition status, routing identifier,		destroy 7 calendar days after cards have been converted to the source data input tape. AUTH: N1-AFU-90-3

TABLE 16-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		GL 188, as requested data and forecast data		
14		daily source data input tape for run BFOO		hold 10 calendar days; destroy after data has been input to the basic system. AUTH: N1-AFU-90-3
15		daily source data input tape for run BDOO		hold 30 calendar days; destroy after data has been input into the basic system. AUTH: N1-AFU-90-3
16		detail delivery data		hold on tape for 1 FY after retirement of the program line; produce and furnish a hard copy to the appropriate finance and accounting activity for later retirement to WNRC. AUTH: N1-AFU-90-3
17		requisitions and status data for Security Assistance Program line		delete from the permanent history tape at the time the Security Assistance Program lines are retired. AUTH: N1-AFU-90-3
18	grant aid reporting	monthly detail supply performance reports, and monthly MSAF detailed supply performance report	at MAJCOMs and above	disposition pending. AUTH: Unscheduled
19			below MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
20		quarterly summary of Security Assistance Program performance and forecast		destroy after 3 years (EXCEPTION: when inactive, retire the 30 June report to WNRC as permanent). AUTH: N1-AFU-90-3
21		military assistance article and service list used to provide price, source availability, and lead-time data for use by the unified commands and military departments		destroy when superseded by an updated report. AUTH: N1-AFU-90-3
22	grant aid country files	requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, and related correspondence	at performing activities	destroy 5 years after completion of supply action. AUTH: N1-AFU-90-3
23		copies of listings, suspense data, transcript sheets, and similar-type data	at coordinating, operational, and supporting activities	destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 16-2**FOREIGN DISCLOSURE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	foreign disclosure records	all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations	at all levels of USAF	destroy when no longer needed. AUTH: N1-AFU-90-3
2	munitions control case files	completed control case files pertaining to the issuing of munitions export licenses for the sale of items on the US Munitions List to foreign free world and other than free world governments, containing requests for sales, munitions export licenses, concurrence or nonconcurrence, justification for actions, and related papers	at SAF	destroy after 10 years. AUTH: N1-AFU-90-3
3	strategic trade control case files	completed control case files pertaining to the exportation of materials and equipment to free world and other than free world governments, containing requests for control/decontrol, concurrence or nonconcurrence, justification for actions, and related papers		

20. Logistics. These tables cover records relating to policies and procedures on supply, transportation, maintenance, and logistics plans.

TABLE 20-1**OPERATIONAL REQUIREMENTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	programming	USAF programming documents, revision, deletion notices	at programming offices in support of budget (operating) program	destroy 3 years after close of the FY covered by the buying program. AUTH: N1-AFU-90-3

TABLE 20-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	requirements computation	ADP system requirements computation printout, factor printout, consolidated assets and requirements application number past program, item past program, application number future program, item future program, Central Secondary Item Stratification (CSIS) detail, Central Secondary Item Stratification summaries		destroy after 2 years (8 quarterly cycles). AUTH: N1-AFU-90-3
3		worksheets, buy notice, buy/budget projection, transfer of prime, excess notice, management summaries, zero demand listing, item code change notice		destroy 2 years after close of the FY covered by the buying program. AUTH: N1-AFU-90-3
4		format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series		
5		executive management summary reports		
6		reclamation items list, index of actions, and contingency retention item listings		destroy after 6 months. AUTH: N1-AFU-90-3
7		reject error lists (format 50/format 100 changes), additive requirements reject list		
8		special coded items, management control notice, data level notice, long supply offered to ISSP		
9		quality control worksheets, application of assets to wartime requirements, and impacting requirements/usage/on orders	maintained by all requirement computation monitors	
10		identity cross reference, part number cross reference, application number past actual program data for review, application number future program data for review, file maintenance worksheet, system item data for review, system application data, zero repairable generation reports and wartime management data		destroy on receipt of new products. AUTH: N1-AFU-90-3
11		file maintenance and exception listings, interrogation reply, interrogation by application		

TABLE 20-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	item history file	recoverable type items (expendable repairable and expendable items valued at \$100 or more repairable at organizational and intermediate levels)		destroy 2 years after item is phased out of Military Assistance Program and AF inventory (send item folder to appropriate item manager when item is moved to a higher or lower category, or a new item manager (See Note). AUTH: N1-AFU-90-3
13		nonrecoverable type items (economic order quantity (EOQ) expendable nonrepairable and expendable valued at less than \$100 repairable at organizational and intermediate level)		
13.01		equipment type items (nonexpendable items valued at \$10 or more repairable at depot or comparable level and nonexpendable items valued at \$10 or more repairable at organizational and intermediate levels)		
14		worksheets suspense and control records and reports	at coordinating, operational, and supporting activities	destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE: Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation. **EXAMPLES:** Due in requirement report (table 23-2) and transaction register (table 23-9).

TABLE 20-2**SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	class I, III, and IV modifications	modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize AF items of equipment adopted for AF/MAP use		file as background material to the directive; if it results in revised directive, dispose of per table 37-7. AUTH: N1-AFU-90-3

TABLE 20-2

SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2			at MAJCOMs	destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO). AUTH: N1-AFU-90-3
3			recommended for AF adoption, but not adopted	destroy after 2 years. AUTH: N1-AFU-90-3
4			rejected by the AF	destroy after 6 months. AUTH: N1-AFU-90-3
5			information or reference copies	destroy when no longer needed. AUTH: N1- AFU-90-3
6			suspense copies	destroy under rules 1, 2, 3, or 4, as applicable, after final decision has been made. AUTH: N1-AFU-90-3
7	class II modifications	justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements, such as pneudraulics, electrical, subsystem compatibility, power load analysis, etc., instructions pertaining to operation, inspection, maintenance, and servicing		when the modification is removed from the aerospace vehicle or equipment, remove the modification record file from the jacket file and destroy after 2 years; destroy other copies on completion of project. AUTH: N1-AFU-90-3
8	class V modifications	approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence		when modification is complete, hold for 1 year; destroy after 3 additional years. AUTH: N1-AFU-90-3
9	contractor proposals		withdrawn by the contractor	destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 20-3

INDIVIDUAL MODIFICATION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	class V modification authorization files	master copy of modification requirements, amendments, revisions, and/or cancellation notices	at HQ USAF OPR	hold in active file for 1 year after completion of the last unit of the program; retire as permanent. AUTH: N1-AFU-90-3
2	modification case files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs, relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	disposition pending. AUTH: Unscheduled
2.01		reference copies of Rule 1	at intermediate monitoring offices	destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	list of modifications	master copies prepared for publication by HQ USAF		hold in active files for 2 years; retire as permanent. AUTH: N1-AFU-90-3
4		other copies	held by recipients	destroy when superseded by later issue. AUTH: N1- AFU-90-3
5	modification studies for cost, schedules, feasibility, management, integration, testing or implementation of a modification	master copies, with changes or amendments		hold for 3 years after completion of the last unit; retire as permanent. AUTH: N1-AFU-90-3
6		other copies	held by recipients	hold and/or destroy as dictated by the file of which they are a part. AUTH: N1-AFU-90-3
7	class 1B modification distribution authority	requests for retention of recommendations and approval authorization	at HQ USAF project office or intermediate offices	disposition pending. AUTH: Unscheduled

TABLE 20-4**LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Logistics Performance and Evaluation System (LPMES)	LPMES, related correspondence, consolidated reports, and DoD summaries		destroy 2 years after the applicable fiscal year. AUTH: N1-AFU-90-3

21. Maintenance. These tables cover records on aerospace vehicle and equipment inventory, status, and utilization reporting; excess aircraft disposal under the Air Force Special Defense Property Disposal Account; and the assignment and use of standard reporting designators (SRDs) (code elements) for use in various automated management information systems to identify items of equipment in acquisition, maintenance and supply activities (except medical and Air Force Technical Applications Center managed equipment).

TABLE 21-1**AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	assignment records	records related to the assignment of aerospace vehicles, trainers, and communications-electronics-meteorological (CEM) equipment	at AF Aerospace Vehicle Distribution Office (AVDO), HQ AFMC	destroy 10 years after the item is removed from inventory. AUTH: N1-AFU-90-3
2			at HQ USAF	destroy when no longer needed. AUTH: N1-AFU-90-3
3			at MAJCOMs and reporting units	destroy 3 years after termination of accountability. AUTH: N1-AFU-90-3
4	aerospace vehicle inventory, status, and utilization reporting	computer printouts and missile status worksheets used in the generation or transmission of reports		destroy after 3 months. AUTH: N1-AFU-90-3
5	aerospace vehicle inventory records	master AF inventory	at HQ AFMC	destroy after 5 years. AUTH: N1-AFU-90-3
6		command and base inventories		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
7		delivery receipts and shipping documents		destroy when the change is shown in the inventory. AUTH: N1-AFU-90-3
8		accountability termination records	at reporting units	

TABLE 21-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			at MAJCOMs	destroy when no longer needed. AUTH: N1- AFU-90-3
10			at HQ AFMC/AVDO	retire as permanent (See Note). AUTH: NC1-AFU-79-7
11		reconciliation reports used to identify reporting discrepancies		destroy after 6 months. AUTH: N1-AFU-90-3
12	aerospace vehicle status	master status file (computer output)		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	aerospace vehicle utilization	history utilization file (computer output)	at MAJCOMs	destroy after 10 years. However, records more than 5 years old may be destroyed sooner if no longer needed for research or reference. AUTH: N1-AFU-92-31
14			at reporting units	destroy after 2 years. AUTH: N1-AFU-90-3
15	CEM status and inventory reporting	CEM equipment status reports		destroy after 1 year. AUTH: N1-AFU-90-3
16		CEM equipment summary reports	at MAJCOMs	destroy after 3 years. AUTH: N1-AFU-90-3
17	aerospace vehicle movement reports	movement reports, PDM reports and forecasts		
18	trainer inventory, status, and utilization reporting	reports and messages	at HQ AFMC	
19			at HQ USAF	destroy when no longer needed. AUTH: N1- AFU-90-3
20			at all other locations	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 10-year blocks when latest record is 20 years old.

TABLE 21-2

EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	excess/surplus complete aircraft	receipt and final disposal records, identified to aircraft mission, design, and series (MDS), and serial number, pertaining to the turn-in, monetary value, utilization, transfer, donation or release of aircraft for sales action with demilitarization status	at Military Aircraft Storage and Disposition Center	6 years after aircraft disposal, when on Air Force-generated aircraft, send to HQ Air Force Historical Research Agency/ISR (HQ AFHRA/ISR), Maxwell AFB AL 36112, where they will be destroyed when no longer needed. AUTH: N1-AFU-90-3
2				6 years after aircraft disposal when on Army-Navy-Coast Guard-generated aircraft, refer to respective agency for disposition. AUTH: N1-AFU-90-3
3		supporting documents including GSA allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers		destroy 6 years after aircraft disposal. AUTH: N1-AFU-90-3
4		management records including reports to GSA, transfer/work and hold harmless agreements		destroy after 1 year. AUTH: N1-AFU-90-3
5	excess/surplus aircraft parts removed for continued use	parts removal control and disposal records including reclamation listings of parts removed for utilization, monetary value, GSA allocation for transfer or donation, shipping/release documents, and all related correspondence		destroy 2 years after aircraft disposal. AUTH: N1-AFU-90-3
6	reports for inclusion in DOD disposal transactions	DD Forms 1143, Reports of Excess and Surplus Material at Disposal Activities, providing statistical summation of disposal transactions including receipt, utilization, transfer, donation and release for sale.		destroy 3 years after preparation. AUTH: N1-AFU-90-3

TABLE 21-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	AF aircraft conditional donation for display	final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action		send 1 year after aircraft disposal to HQ AFHRA/ISR, where they will be destroyed 6 years after disposal or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8		donation agreements, signed receipts, review records, photos, and related correspondence, for identification and control of aircraft while in possession of authorized recipients		destroy 1 year after termination of the conditional donation. AUTH: N1-AFU-90-3

TABLE 21-3**STANDARD REPORTING DESIGNATORS (SRDs)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	SRDs (code elements)	magnetic tapes used in management of the SRD program that assigns 3- character SRDs to selected items of equipment in the active AF inventory and to new equipment undergoing acquisition	at HQ AFMC	erase after 30 days. AUTH: N1-AFU-86-3
2		punched cards		destroy after data is put on magnetic tapes. AUTH: N1-AFU-86-3
3		AF Form 1230, Standard Reporting Designator (SRD) Candidate Information, used to request SRD assignments, changes, deletions, reconciliations	at HQ AFMC and Air Logistics Centers (ALCs)	destroy 1 year after action is recorded in report. AUTH: N1- AFU-86-3
4			at Air Force Intelligence Command (AFIC) on SRDs for cryptologic (Q&U) equipment	
5			at HQ MAJCOMs/FOAs	destroy 6 months after action is recorded, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-3

TABLE 21-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at field unit SRD focal points	destroy after action requested is recorded. AUTH: N1-AFU-86-3
7		master D165 MICAP Conversion Table that maintains the date of last transaction on all SRDs	at HQ AFMC	destroy after 1 year. AUTH: N1-AFU-86-3
8		D165A, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly		
9		D165B, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly	at ALCs	
10		AFMC Form 416, MICAP/MDC Media Conversion Table Update; prepared from data on AF Form 1230; used to update D165A, D165B (See Note)	at HQ AFMC, ALCs and AFIC	
11		file of deleted SRDs consisting of AFMC Forms 416 and related documents	at ALCs	destroy 3 years after SRD deleted. AUTH: N1-AFU-86-3
12		report of valid SRDs, MICAP-MDC Media Conversion Table (microfiche) produced/distributed quarterly to users	at HQ AFMC and ALCs	destroy after 1 year. AUTH: N1-AFU-86-3
13			at HQ USAF	destroy upon receipt of new report. AUTH: N1-AFU-86-3
14			at HQ MAJCOMs/FOAs, including AFIC and AF Data Systems Design Office	destroy after 6 months. AUTH: N1-AFU-86-3
15			at base level	destroy after 3 months. AUTH: N1-AFU-86-3

TABLE 21-4

MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	materiel and maintenance deficiency project records	action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or materiel does not fully or effectively serve the purpose intended; in instances where a part, accessory or equipment cannot be properly maintained or operated; and where inaccuracies may appear in the supporting and related technical and engineering data; also includes records of action to remedy the deficiency, and replies to reporting activities		destroy after 1 year (EXCEPTION: when corrective action results in the issuance or revision of a directive, see tables 37-7 or 37- 9). AUTH: N1-AFU- 90-3
2	technical order improvement	unsatisfactory condition notices such as technical order improvement reports, and comparable records	approved or approval pending	destroy when no longer needed. AUTH: N1- AFU-90-3
3			disapproved or no action	destroy after 1 year or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3
4			copies relating to a suggestion	maintain with related suggestion (see table 36-34). AUTH: N1- AFU-90-3
4.01	technical order improvement and deficiency reporting logs		completed with all entries	destroy after 1 year or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3
4.02	materiel deficiency reporting and investigating	unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II and command deficiency reports (CDR) (CAT III) and comparable data		destroy 1 year after corrective action completed. AUTH: N1-AFU-90-3
4.03		copies of records in rules 1 through 4.2		destroy when no longer needed. AUTH: N1- AFU-90-3
4.04	materiel improvement project (MIP) files	copies of records in rules 1 to 4.3 and evaluation data	completed with all required actions	
4.05	semiannual closed materiel improvement project summary listing	microfiche of materiel improvement project actions		destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 21-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	deficiency reporting ADP records in support of the Products Improvement Program	detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation	at HQ AFMC and/or subordinate commands	destroy after 3 months. AUTH: N1-AFU-90-3
6		consolidated reports and summaries		destroy after 1 year or on completion of product improvement action, whichever is sooner. AUTH: N1- AFU-90-3
7		master tapes		update as changes occur. AUTH: N1- AFU-90-3
8		add/delete change cards used to update master tapes		destroy after verification of computer processing. AUTH: N1-AFU-90-3
9	maintenance management systems programs/projects	case files reflecting operations and maintenance of weapons systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities		destroy after termination or completion of system, subsystem or project. AUTH: N1-AFU-90-3
10		maintenance checklists, individual methods of approach or similar records related thereto		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
11	maintenance procedures	maintenance management letters and messages prescribing procedures, policies, methods and responsibilities	developed at MAJCOMs and major subordinate commands	destroy 2 years after superseded, obsolete or rescinded. (When action results in issuance or revision of a directive, see tables 37-7 and 37-9.) AUTH: N1-AFU-90-3
12			copies other than above	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
13	maintenance management reports	maintenance actions not covered elsewhere		
14	Radiac Equipment Maintenance Records	pertinent inspection data	maintained with equipment	destroy 2 years after date of last entry provided all inspection data has been cleared. AUTH: N1-AFU-90-3

TABLE 21-4

Continued.

	A	B	C	D
15	information-systems maintenance instructions (ISMI)	record set of each publication, which includes a printed copy of each edited manuscript, printed copy of each form prescribed, record showing signature of approving authority, record showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		destroy not later than 2 years after superseded, obsolete or rescinded. AUTH: N1-AFU-90-3

TABLE 21-5

DEPOT MAINTENANCE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	depot maintenance projects	programmed and nonprogrammed project directives and correspondence filed therewith, labor and material standards, material availability records, and related records, used to establish maintenance projects; to plan and schedule workloads for forecasting productions to be accomplished during established period; to determine that adequate shop facilities, manpower, test equipment, technical data, and tools are available to accomplish workload; to synchronize movement of materials and repairable assets with production capacity	at AF depots	destroy 6 months after project completed. AUTH: N1-AFU-90-3
1.01			at MAJCOMs and below	destroy 2 years after project completed (See Note 1). AUTH: N1-AFU-90-3
2	depot maintenance and inspection records	records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end item system equipment	at air logistics centers (ALCs)	destroy 6 months after receipt of notification of acceptance or 6 months after turn in of equipment to supply (See Note 2). AUTH: N1-AFU-88-54

TABLE 21-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	armament, photographic, and special weapon systems and equipment maintenance and communications- electronics equipment maintenance	letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment	not at Quality Control Branch, AF Cryptologic Support Center, Air Force Intelligence Command	destroy after 2 years. AUTH: N1-AFU-90-3
3.01			at Quality Control Branch, AF Cryptologic Support Center	destroy on withdrawal of equipment from Air Force Intelligence Command inventories. AUTH: N1-AFU-90-3
4	training devices	reports pertaining to maintenance of training devices, including flight and usage reports, inspection records, etc.	at MAJCOMs and major subordinate commands	destroy after evaluation completed. AUTH: N1-AFU-90-3
5	property accounting	records relating to repair shop supply, including stock record cards, property turn-in slips, issue slips, or equivalent forms which are either part of accountable officer's stock record account or subsidiary thereto		destroy after 2 years (EXCEPTION: for records subject to audit, see table 65-3). AUTH: N1-AFU-90-3
6	precision measurement equipment	mechanized card system records, and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules		destroy 3 months after entry. AUTH: N1- AFU-90-3
7	production and control number cards	permanent and temporary control- number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8	engineering drawings and related records			see table 23-15. AUTH: N1-AFU-90-3
9	base-level contracted- maintenance	purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records maintained in the performance of modification, modernization,	at contract maintenance offices	destroy 1 year after close of FY in which designated maintenance is completed or accepted. AUTH: N1-AFU-90-3

TABLE 21-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the AF		
10			at base procurement offices	see table 64-1. AUTH: N1-AFU-90-3
11	clean room environment	environmental comparison data and environmental tally used for historical purposes		destroy after 2 years. AUTH: N1-AFU-90-3
12	management of items subject to repair (MISTR)	worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair	at ALCs	destroy when no longer needed or 1 year after last entry, whichever is sooner. AUTH: N1-AFU-90-3
13	AF Material Command (AFMC) tool/equipment control and accountability program	reports or other records relating to investigation of loss/recovery of tools covered under prescribing directives	on tools/equipment not found in foreign object damage (FOD) critical areas	destroy 2 years after annual cutoff or when no longer needed whichever is later, but not to exceed 6 years. AUTH: N1-AFU-90-3
13.01			on tools/equipment not found in low/non FOD critical areas	destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years. AUTH: N1-AFU-90-3
14			on tools/equipment recovered	destroy when no longer needed. AUTH: N1-AFU-90-3
15	AFMC Depot Maintenance Business Management Administration	copies of Business Council, Business Board, and Business Development Committee meeting minutes and action items (previously generated through the AFLC Posture Planning Program). Supporting briefings		destroy when obsolete, superseded, or no longer needed. AUTH: NI-AFU-93-5
16	AFMC Depot Maintenance Workload Management	copy of policy, business plan workload strategies, special studies, Maintenance Requirements Review Board (MRRB), copies of Congressional/ OSD/SAF/USAF inquiries, supporting briefings, War Requirements Computations (WARCOMP), Field Team management, copies of Foreign Military Sales (FMS), workload reconciliations		destroy 2 years after obsolete, or after study or program is finalized. (Destroy Congressional Inquiries IAW T90-4, R2). AUTH: NI-AFU-93-5
17	Acquisition Program Records	copies of Source of Repair Decision Criteria (SORDC), Decision Tree		destroy when superseded, obsolete or

TABLE 21-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Analysis (DTA), Depot Maintenance Interservicing (program) Reviews (DMI), Interservice Support Agreement (ISA) (nondepot maintenance), Depot Maintenance Interservice Agreement (DMISA)(depot workload), Statement of Need (SON)(drives depot activation), Operational Requirements Document (ORD), Depot Maintenance Activation Working Group (DMAWG), Depot Maintenance Activation Planning Team (DMAPT), Depot Maintenance Activation Plan (DMAP), Program Management Directive (PMD), Maintenance Concepts, Cost Studies		no longer needed. AUTH: NI-AFU-93-5
18	AFMC Depot Capacity Measurement and Depot Sizing	policy, studies, reports, supporting briefings, seminars, and workshops, tutorials	at HQ AFMC/LG	destroy 2 years after obsolete, or after study or program is finalized. AUTH: NI-AFU-93-5
19			at Air Logistics Centers (ALC)	destroy when superseded, obsolete or no longer needed. AUTH: NI-AFU-93-5
20	AFMC Depot Maintenance Manpower Management	copies of DMIF Manning Policy, budget issues, manpower allocation, overtime management, hiring programs, reports, supporting briefings, studies, copies of Congressional/OSD/SAF/USAF Inquiries		destroy when superseded, obsolete, or no longer needed. (Destroy Congressional Inquiries IAW T90-4, R2). AUTH: NI-AFU-93-5
21	AFMC Depot Maintenance Interservicing Management	copies of Joint Service meeting, depot profiles, Depot Maintenance Interservicing (DMI)(program) Public Relations, Depot Maintenance Interservicing Agreement (DMISA) Training, Joint Depot Maintenance Analysis Group (JDMAG) Manning, JDMAG Budgeting, Interservice Material Accounting and Control System	at AFMC	destroy 2 years after obsolete. AUTH: NI-AFU-93-5
22			at ALCs	destroy when superseded, obsolete or no longer needed. AUTH: NI-AFU-93-5
23	AFMC Depot Maintenance	copies of policy, plans, reports, Public Affairs activities, legislative actions,		

TABLE 21-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Competition Program	candidate savings, training		
24	AFMC Depot Maintenance Data System Tracking	G072E - Depot Level Maintenance Requirements and Program Management System, G004C - Workload and Program Control System, G004K - Maintenance Facility Master System, PDS-300 - Personnel Data System, G-029 - Depot Sizing Model, Source of Repair Management Information System (SORMIS), Maintenance Data Base (MDB)		
25	AFMC Depot Maintenance Overseas Workload Program (OWLP)	copies of policy, reports, MOUs, Automated Repair Source Analysis System (ARSAS), Foreign Visits	at HQ AFMC/LG	destroy 2 years after obsolete. AUTH: NI-AFU-93-5
26			at ALCs	destroy when superseded, obsolete, or no longer needed. AUTH: NI-AFU-93-5

NOTE(S):

1. Repair requirements reports in rule 1.1 retained by reporting activities which are not needed to support maintenance projects may be destroyed after 1 year.
2. Destroy each engine/module or major subassembly, as determined by the engine manager, overhaul records upon completion of the next overhaul.

TABLE 21-6**EQUIPMENT MAINTENANCE HISTORICAL RECORDS (See note 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	materiel/equipment individual historical files	historical records for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO 00-20-1	for items transferred, donated, or sold	send with related items; destroy retained copies after 3 months. AUTH: N1-AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2			made part of surplus property account	send with related item to appropriate Defense Property Disposal Office for disposition. AUTH: N1-AFU-90-3
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition. AUTH: N1-AFU-90-3
4			for expended air launched missiles	
5			for ground launched missiles expended or destroyed (not related to AFI 51-503), and reentry vehicle	send and dispose of the same as table 21-11, rule 33. AUTH: N1- AFU-90-3
6			used to record significant historical data for special applications as prescribed in AFI 21- 101, MAJCOM or chief of maintenance	destroy when no longer needed or as directed by MAJCOM or the chief of maintenance; or when the equipment is transferred, apply rule 1. AUTH: N1- AFU-90-3
7			used to record time compliance technical orders, and all entries have been transferred to mechanized reports	destroy after verification of all entries on the mechanized reports. AUTH: N1-AFU-90-3
8			used to record installation time used, condition, removal and return for rehabilitation of video head	destroy 6 months after video head is returned for rehabilitation. AUTH: N1-AFU-90-3
9			used to record installation time used, condition, removal and storage of image tubes	destroy 1 year after image tubes are retired. AUTH: N1-AFU-90-3
10		historical records for specific inertial navigation units maintained per TO 00-20-10-10	used to record significant historical data during organizational, intermediate, and depot level maintenance	send to Technology Repair Center (TRC) with the related hardware per TO 00- 20-10-10. AUTH: N1- AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11			records at TRC containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC	destroy after processing all pertinent information into data base or when related equipment is permanently removed from inventory. AUTH: N1-AFU-90-3
12			records at TRC containing field and/or TRC data of the current cycle	send with related hardware, as part of historical record, after entry into data base. AUTH: N1-AFU-90-3
13		repair analysis report	at originating TRC	destroy after data is entered in data base or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
14			at other activities	destroy when no longer needed. AUTH: N1-AFU-90-3
15		manual data forms maintained with equipment in current use, filled-in and last entries have been carried forward to new forms		hold as part of equipment historical file, or destroy after 3 months if they do not contain history information. AUTH: N1-AFU-90-3
16		automated data forms maintained with equipment in current use	prepared by bases operating an automated maintenance management system, for which data is stored in computer memory	hold the last 7 reports; when 8th report is received, destroy earliest one. AUTH: N1-AFU-90-3
17			those sets of forms containing only maintenance actions or information where sufficient data is stored in the computer	
18			those sets of forms containing only airframe utilization information where sufficient data is stored in the computer	

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19		aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate records. AUTH: N1-AFU-90-3
20		radiographs, photographs, and other recordings methods with reports of findings	considered significant, i.e., surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	send with equipment when transferred, or destroy when equipment is dropped from AF inventory (See Note 1). AUTH: N1-AFU-90-3
21			considered routine	destroy after 6 months (See Note 1). AUTH: N1-AFU-90-3
22		worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs. TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later. AUTH: N1-AFU-90-3
23		high power electron tube records, i.e., electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	send copies in accordance with TO 00-20-8; destroy held copies after 3 months. AUTH: N1-AFU-90-3
24			used to provide current status of tubes each quarter	destroy when replaced by next quarterly report or machine listing. AUTH: N1-AFU-90-3
25		deferred discrepancy records for Intercontinental Ballistic Missiles, maintained in TO 00-20-6	for assigned launch facilities, complexes or launch control facilities	destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner. AUTH: N1-AFU-90-3
26	materiel/equipment individual historical files	ATCALs equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, NAVAIDS ground recordings and certification forms, system performance ratings, and any other significant data pertinent to ATCALs equipment and not included in rules 1	at the facility/site	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		through 5		
27		flight inspection reports for ATCALs equipment maintained for the last special/periodic inspection		hold as part of equipment historical file; destroy when replaced by next special/periodic inspection report. AUTH: N1-AFU-90-3
28	office appliance maintenance	historical maintenance record for each individual office equipment		destroy when equipment is dropped from AF inventory. AUTH: N1-AFU-90-3
29	medical equipment maintenance			see table 41-4, rules 34 through 39. AUTH: N1-AFU-90-3
30	ground weapons historical data	AFTO Form 105, Inspection Maintenance Firing Data For Ground Weapons	maintained (all forms, both completed and in use) with the weapon. Forms will accompany weapon during transfer and/or turn in for repair	destroy forms upon destruction of weapon. AUTH: N1-AFU-89-16
31			made part of surplus property account	forward with related item to Defense Property Disposal Office for disposition. AUTH: N1-AFU-90-3
32			for weapons otherwise dropped from property account, i.e., destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition. AUTH: N1-AFU-90-3
33		recurring inspection reports for weapons stored or used by an organization		hold last two inspection reports; when third one is received, destroy earliest one. AUTH: N1-AFU-89-14
34	launch site historical data	records reflecting variances and adjustments to be considered when aligning the weapons system in silo to assure combat readiness configuration		destroy on deactivation of launch site facility or when replaced by a new series missile. AUTH: N1-AFU-90-3

NOTE(S):

1. Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content.
2. Rules were renumbered due to Records Information Management System computer program requirements.

TABLE 21-7**ANALYSIS AND EVALUATION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	actuarial analysis	correspondence, teletypes, general purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records		destroy when engine is dropped from inventory. AUTH: N1-AFU-90-3
2	oil analysis program	used oil analysis request for ground equipment and aircraft		destroy 3 months after transcribing and statistical processing. AUTH: N1-AFU-90-3
3		oil analysis record for use in visible file		see table 21-6, rules 1 through 3. AUTH: N1-AFU-90-3
4		spectrographic analysis worksheets		destroy when no longer needed. AUTH: N1-AFU-90-3
5	maintenance and corrosion evaluation program projects	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgment records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	copies at project office	destroy 10 years after acceptance and/or rejection of project. AUTH: N1-AFU-90-3
6			copies at other than project offices	destroy when no longer needed. AUTH: N1-AFU-90-3
7	production count	cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8		source material		destroy 3 months after preparation of detail cards. AUTH: N1-AFU-90-3
9	maintenance production and utilization reports	summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information	daily reports	destroy on receipt of monthly summary. AUTH: N1-AFU-90-3
10			reports other than rule 9 above	destroy 1 year after as of date. AUTH: N1-AFU-90-3
11	maintenance analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	destroy after 90 days or on receipt of monthly summary. AUTH: N1-AFU-90-3

TABLE 21-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			reports other than rule 11 above	destroy when no longer needed, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
13		briefings and studies		
14		charts and graphs portraying maintenance trends		
15		maintenance analysis referrals		destroy after completion of next activity inspection or 1 year after corrective action completed. AUTH: N1-AFU-90-3
16	laboratory environment	chart recordings of laboratory temperature and humidity; used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations		destroy when no longer needed. AUTH: N1- AFU-90-3
17	reports of measurement	records of calibration and correction charts for AF base reference standards; used in calibration of precision measuring equipment		destroy when superseded or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
18	interim calibration procedures	calibration data not yet published in technical orders; used as a guide for calibration		destroy when published in a technical order. AUTH: N1-AFU-90-3
19	waiver of calibration requirements	requests for limited/special calibration (precision measurement equipment (PME)		destroy when superseded or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
20		measurement restriction log record of all imposed measurement restrictions due to environment		destroy after 1 year. AUTH: N1-AFU-90-3
21	precision measuring equipment scheduling and maintenance data collection	mechanized card system records and other related, comparable forms; used for recording results of precision measuring equipment inspections and calibration operations and for establishing reinspection and recalibration schedules		destroy 3 months after entry or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
22	controlled multiple address letters	general information letters from Aerospace Guidance Metrology Center (AGMC); used to notify PMEL personnel of new developments, procedures or methods in PMEL operations		destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 21-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23	command certification list	listings of precision measuring equipment requiring off-base support; used to authorize off-base support of precision measuring equipment and establish recalibration requirements		destroy when superseded. AUTH: N1-AFU-90-3
24	radiation reports	radioactive material permits, requests for renewal of permit, support data and test results	used to support requirements for radioactive material permits and support data	destroy 1 year after expiration of permit. AUTH: N1-AFU-90-3
25			used to record results of radioactive swipe tests	destroy when new form is received or when the associated radiac equipment is deleted from PMEL schedules. AUTH: N1-AFU-90-3

TABLE 21-8

AIRCRAFT MAINTENANCE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft, missile delivery	records used to facilitate delivery of aircraft/missiles and to furnish a record of receipt of selected equipment, and forms transferred with the aircraft/missiles		destroy after 1 year. AUTH: N1-AFU-90-3
2	aircraft reports	damaged aircraft and engine disassembly reports	at MAJCOMs and major subordinate commands	
3		flight reports		destroy after 6 months. AUTH: N1-AFU-90-3
4	aircraft inventory	equipment lists, shortage lists and similar records		destroy 3 months after salvage or other final disposal of related aircraft. AUTH: N1- AFU-90-3
5	weight and balance data	handbooks of weight and balance data (TO 1-1B-40); Record of Weight and Balance Personnel; Chart C-(Basic Weight and Balance Record		destroy after loss or inventory of aircraft. AUTH: N1-AFU-90-3
6		Chart A-(Basic Weight Check List; Airplane Weighing Record; -5 Technical Order		destroy when superseded or after loss or inventory of aircraft. AUTH: N1-AFU-90-3

TABLE 21-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7		Weight and Balance Clearance Form F prepared for each mission		destroy on completion of mission. AUTH: N1-AFU-90-3
8		Weight and Balance Clearance Form F (canned Form F)		destroy when superseded. AUTH: N1-AFU-90-3
9		Weight and Balance Clearance Form F related to aircraft involved in an accident		destroy 1 year after completion of accident investigation. AUTH: N1-AFU-90-3

TABLE 21-9

MAINTENANCE INSPECTION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	quality control inspection/evaluation records	personnel evaluations, technical, special, and activity inspections conducted by quality control activities		destroy 1 year after completed action or, when applicable, per appropriate rule in table 21-11 for equipment records; or destroy on receipt of next personnel evaluation or equivalent inspection report if not needed for analysis, investigation or follow-up. AUTH: N1-AFU-90-3
2.01		maintenance evaluation records which record evaluations performed on maintenance personnel	at quality control offices	destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner. AUTH: N1-AFU-90-3
3			used for suspense control or to record inspection of inspection workcards or work unit code manuals	destroy when all entries have been filled in and form replaced by new inspection record. AUTH: N1-AFU-90-3

TABLE 21-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		equipment discrepancy summary records summarizing discrepancies by category		destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
5		quality control checksheets used in conducting quality control inspections		destroy when no longer needed, or replaced by new checksheet. AUTH: N1-AFU-90-3
6	nondestructive inspection data	nondestructive inspection techniques used for future reference of nondestructive inspection techniques		destroy when incorporated into applicable technical order, replaced by a new nondestructive inspection technique or when no longer needed. AUTH: N1-AFU-90-3
6.01	nondestructive inspection radiographs	radiographs used to compare present NDI radiograph with two previous programmed depot maintenance (PDM) inspection to verify structural integrity and trend analysis of aircraft structures		destroy the oldest radiograph after comparison of the current and next most current film or after 4 years, whichever is sooner. AUTH: N1-AFU-90-3
6.02		radiographs used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or time compliance technical orders (TCTOs)		destroy the oldest radiograph after comparison with the new radiograph when the inspection is reaccomplished of after 4 years, whichever is sooner. AUTH: N1-AFU-90-3
6.03		radiographs used to detect defects or verify structural integrity during one-time (other than TCTOs) inspections		destroy after repair of defects or after 6 months if no defects were detected. AUTH: N1-AFU-90-3
7	battery periodic inspection and battery servicing	monthly storage battery records for telephone rack batteries used to periodically check battery state of charge, servicing and inspection		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8	inspection of railway equipment, watercraft, and training devices	inspection worksheets		destroy when the next equivalent or higher inspection is accomplished. AUTH: N1-AFU-90-3

TABLE 21-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	welder qualification	application and test records for the qualification of welders	at testing labs and metals processing shops	destroy after 2 years, or when superseded, whichever is sooner (EXCEPTION: Metals shops forward to gaining activity on reassignment of member). AUTH: N1-AFU-90-3
10	industrial radiography utilization log	industrial radiography log forms		destroy when no longer needed to evaluate the adequacy of shielding for a particular situation. AUTH: N1-AFU-90-3
11	foreign object damage (FOD) to aircraft, missiles or drones	weekly FOD inspections		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE: All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (see AFI 37-138, chapter 5).

TABLE 21-10**NAVIGATIONAL AID RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	joint agreement on USAF/FAA performance standards and procedures			destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	certification inspection reports			destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner. AUTH: N1-AFU-90-3
3	general memorandum of agreement between USAF and FAA		at HQ USAF	retire as permanent (See Note). AUTH: NC1-AFU-80-8

TABLE 21-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		duplicate copies		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
5	countersigned statements and appendix			destroy when superseded or on withdrawal of the facility from the Federal Airways System, whichever is sooner. AUTH: N1- AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest document is 25 years old.

TABLE 21-11**EQUIPMENT MAINTENANCE (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification	time compliance technical order (TCTO) products not covered by table 21-6	destroy after receipt and verification of next report (EXCEPTION: When mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year). AUTH: N1-AFU-90-3
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
3			weekly maintenance plan	destroy when no longer needed or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
3.01			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			visual aids	destroy when replaced, obsolete or no longer needed. AUTH: N1- AFU-90-3
5			special qualification certificate	
6			data transmittal records	destroy after 1 month or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	
9			punched card transcripts used as source records for computer products	destroy when computer product is verified. AUTH: N1-AFU-90-3
10			job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
11			missile status worksheet	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
12			weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13			generation maintenance plan and generation sequence	destroy when replaced by a new plan or action schedule. AUTH: N1-

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			action schedule used to preplan and establish sequence of events for generation actions	AFU-90-3
14			inspection/TCTO planning guide for inspection/TCTO accomplishment	destroy 1 month after completion if no longer needed, but not later than after 1 year. AUTH: N1-AFU-90-3
15			specialist dispatch control log used for internal workcenter control of personnel dispatch	destroy daily, when no longer needed, but not later than after 1 month. AUTH: N1-AFU-90-3
16			aerospace ground equipment (AGE) status used to notify maintenance control of AGE status	
17			technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
18			time change requirement forecast	destroy when no longer needed. AUTH: N1-AFU-90-3
19			maintenance data collection forms used for scheduled preventive maintenance	destroy after reports are produced. AUTH: N1-AFU-90-3
20			maintenance data collection record used for repair, inspection, and time change items	destroy after keypunch, receipt of machine listing and correction of errors if no longer needed, or after reports are produced and narrative is transcribed to significant historical data form, but not later than after 1 year (See Notes 2 and 3). AUTH: N1-AFU-90-3
21			original or source records, created for control purposes, such as job control records	destroy when no longer needed, or 3 months after record has been closed, whichever is

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			when equipment status reporting is not required	sooner. AUTH: N1-AFU-90-3
21.01			original of source records created for equipment status reporting	destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
22			schedule of technician availability	destroy when no longer needed, or after 3 months, whichever is sooner. AUTH: N1-AFU-90-3
23			used to record odor test/servicing of aviator's breathing oxygen	destroy 2 weeks after date of last recorded servicing. AUTH: N1-AFU-90-3
24			transient job control number registers	destroy after 1 year or after submission of semiannual transient aircraft information. AUTH: N1-AFU-90-3
25			base job control number register	destroy when no longer needed, but no later than 3 months after all entry spaces have been used. AUTH: N1-AFU-90-3
26			advanced configuration management system projection of items due for mandatory removal	destroy after receipt and verification. AUTH: N1-AFU-90-3
27			advanced configuration management system selected article configuration status report	destroy pages that are superseded after receipt, verification, and file of changed pages. AUTH: N1-AFU-90-3
28			communications, electronics, meteorological onsite maintenance records, i.e., pre-PDM survey record and certification and certificate of PDM maintenance	destroy after 1 year if no longer needed for followup. AUTH: N1-AFU-90-3

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			accomplished	
29			minutes of maintenance meetings	destroy when no longer needed. AUTH: N1- AFU-90-3
30			for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation	dispose of with the investigative file of which they become a part. AUTH: N1-AFU- 90-3
31			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 1 month after abandonment of search or physical disposition. AUTH: N1-AFU-90-3
32			for expended air launched missiles	
33			for ground launched missiles expended or destroyed (not related to AFI 51-503), and reentry vehicle	send to AFMC System Manager or SA-ALC Director of Special Weapons, as applicable; destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose. AUTH: N1-AFU-90-3
33.01			for equipment dropped from AF inventory for reasons other than specified in rules 30 through 33	destroy after 1 month. AUTH: N1-AFU-90-3
34			duplicates or nonrecord copies of records in rules 1 through 32	destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
34.01			sortie maintenance briefings (originals)	destroy after keypunch or forward to another agency for filing, where it will be destroyed when no longer needed. AUTH: N1-AFU-90-3
34.02			sortie maintenance briefings (copies at debriefing facility)	destroy after 1 month or when no longer needed, whichever is

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				later. AUTH: N1-AFU-90-3
35		work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	destroy 3 months after completion of job. AUTH: N1-AFU-90-3
36			extra copies	destroy on completion of job. AUTH: N1-AFU-90-3
37			selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 6 months. AUTH: N1-AFU-90-3
38		data processing machine listing such as identification number listings, etc.		destroy after 2 years or when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
39	Maintenance Management Information Control System (MMICS) Output Products	training course table list, course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, work center list, flying schedules, TCTO status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc.		destroy when superseded, obsolete, or when no longer needed. AUTH: N1-AFU-90-3
40	Core Automated Maintenance System (CAMS) Output Products	training course table lists, course status reports, work center lists, maintenance personnel listing, mobility personnel listing, TCTO status, TCTO work order requests, maintenance data collection equipment schedule, etc.	maintained by the maintenance complex	

NOTE(S):

1. This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit, if not needed by a successor unit (see AFI 37-138, chapter 5).
2. Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.
3. Copies of source records used for billing purposes must be retained for the full one year period for audit records. See table 65-3.

TABLE 21-12

SERVICE ENGINEERING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	project files	records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test), generated as a result of engineering management and commodity engineering support and services required for operation, maintenance, modification and rehabilitation of material, and are categorized into various weapons support systems and subsystems, i.e., propulsion accessories, electronics, materials, nonaeronautical and aeronautical		retire to WNRC when equipment, system or subsystem is declared obsolete to AF needs; destroy after 30 additional years. AUTH: N1-AFU-90-3

TABLE 21-13

GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	equipment status records, batch or Maintenance Management Information Control System (MMICS)	data cards used to prepare summaries, tabulations or Automatic Data Processing Equipment (ADPE) tapes	at MAJCOMs	destroy after action is completed. AUTH: N1-AFU-90-3
2			below MAJCOMs	destroy 14 days after preparation. AUTH: N1-AFU-90-3
3		master inventory and standard MMICS equipment status reporting (ESR) listings		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
4		communications-electronics-meteorological (CEM) programs audit/error, open incident, daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections	at MAJCOMs and intermediate headquarters	destroy 90 days after entry into batch or MMICS system. AUTH: N1-AFU-90-3
5			below MAJCOMs	destroy 30 days after entry into the batch or MMICS system. AUTH: N1-AFU-90-3

TABLE 21-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		job control records		destroy 90 days after completion of job. AUTH: N1-AFU-90-3
7		summaries, listings and studies		destroy when superseded, obsolete or no longer needed, or after 1 year, whichever is sooner (EXCEPTION: When the basis of a standard publication, see table 37-7). AUTH: N1- AFU-90-3

TABLE 21-14

RECLAMATION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reclamation of aircraft and surface equipment as result of accidents or normal deterioration	historical data, reports of survey, special order extracts, photographs, related papers and correspondence	at MAJCOMs	destroy 5 years after completion of action (EXCEPTION: records required for investigation, inquiries, etc., destroy on completion of such action, provided retention period has expired). AUTH: N1- AFU-90-3
2			at subordinate echelons	destroy 2 years after completion of action (EXCEPTION: where MAJCOM requests audit of a specific case file, destroy the excepted records after audit, provided the specified retention period has expired). AUTH: N1-AFU-90-3

TABLE 21-15**MILITARY AIRCRAFT STORAGE AND DISPOSITION CENTER (MASDC)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft/missile and special project files for AF, Army, Navy and CG, and other government agencies	project directions, schedules, special technical aspects, customer correspondence, inquiries from higher headquarters, work directives and amendments, work/shipping priorities, contracts, for both continental US and Security Assistance Program customers	at MASDC OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies	destroy 2 years after completion of action. AUTH: N1-AFU-90-3
2		work directives and related records	at other than MASDC OPR	destroy 1 year after completion of action, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 21-16**AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	improved repair project proposals	description of problems, initiator, stock numbers, prices, possible solutions, evaluations/analyses, conclusions, recommendations and related correspondence	at HQ AFMC	destroy 3 years after completion/deletion of project. AUTH: N1-AFU-90-3
2			approved projects at submitting, supporting, participating and other activities	destroy on completion of project or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3			disapproved project proposals at activities in rule 2	destroy after 3 years. AUTH: N1-AFU-90-3
4	safety proposals	recommended methods of processing, involving safety or health considerations	approved by safety and/or medical authorities	destroy after inclusion into technical data, AFOSH or OSHA standards. AUTH: N1-AFU-90-13
5	program reports/technical reports	reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations and conclusions	at HQ AFMC	destroy 10 years after the close of a project. AUTH: N1-AFU-90-13

TABLE 21-16**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			copies other than rule 5	destroy when no longer needed. AUTH: N1-AFU-90-3
7	program proposals	description of processes, techniques, and related material pertinent to common repair facilities	approved	destroy 5 years after the close of the project. AUTH: N1-AFU-90-13
8			disapproved	destroy after 3 years. AUTH: N1-AFU-90-3
9	engineering proposals	description of new or changed technical process requirements and the alternative solutions thereto	at HQ AFMC	destroy 3 years after completion/deletion of the proposal. AUTH: N1-AFU-90-3
10	summary quarterly reports	reports containing the accomplishments and impact of overhaul and repair processing projects proposed, initiated and completed		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 21-17**GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	telephone/wire communications history records	records documenting management, operation, and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related records maintained in accordance with T.O. 00-20-8		destroy when individual service is discontinued, or when superseded by new record card. AUTH: N1-AFU-89-19
2	telephone service, cable and terminal transfer records	service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers		destroy 2 years after completion of actions. AUTH: N1-AFU-89-19
3	telephone service complaints	telephone trouble logs used to document telephone service complaints		destroy after 2 years. AUTH: N1-AFU-89-19
4	history of battery service	monthly storage battery service record		destroy when battery is no longer in service. AUTH: N1-AFU-89-19
5	circuit layout and trouble reports	records which document circuit layout and trouble reports for special circuits		destroy 1 year after discontinuance of service. AUTH: N1-AFU-89-19

TABLE 21-18

MINUTEMAN COMMUNICATIONS CABLE AFFAIRS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Hardened Intersite Cable Systems (HICS) project/case files	initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement; copies of consent to cross cable easement issued by the US Army Corps of Engineers, engineering drawings, specifications, and cost estimates; requests for funding, letters of agreement between the USAF and other parties; photos, sketches, and memoranda of telephone conversations representing other parties; reimbursement billing requests and payment received vouchers; miscellaneous memoranda and other correspondence associated with HICS relocation adjustment project	at Cable Affairs Office (CAO) in an AFCC communications unit supporting a MINUTEMAN strategic missile wing	destroy 1 year after deletion of the MINUTEMAN missile cable system at applicable base, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	tract, landowner/tenant files	records unique to a particular tract number, associated with an erosion project; copy of returned annual landowner or tenant questionnaire/letter; copy of legal instruments granting the USAF easement for installation of the HICS; investigations and settlement data regarding land, property, or crop damage; erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memoranda for the record		

TABLE 21-19

AIRCRAFT BATTLE DAMAGE REPAIR (ABDR)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Aircraft Battle Damage Repair (ABDR) proficiency status	summaries of the specific types of completed ABDR proficiency training	at each unit with ABDR taskings	destroy when training requirements are changed, or 2 years after submitted, whichever is sooner. AUTH: N1-AFU-90-25

TABLE 21-20

ARMAMENT TRAINING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual weapons/aircraft evaluation and certification	personnel/crew evaluation reports	used to update load training and certification documents	destroy after 1 year or when replaced by equivalent evaluation. AUTH: N1-AFU-90-3
1.01			used to record certification and decertification	destroy when superseded, or when an individual has been relieved from duties requiring certification. Send with consolidated training record when individual is reassigned (see table 36-12, rule 1). AUTH: N1-AFU-90-3
1.02		load training and certification records for certification of munitions loading crews.		destroy when superseded, or when an individual has been relieved from weapons loading. Send with consolidated record when an individual is reassigned (see table 36-12, rule 1). AUTH: N1-AFU-90-3

TABLE 21-20

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	individual bombardment and gunnery training	records of bombing and gunnery practice and bombing missions		destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record. AUTH: N1-AFU-90-3
3	general bombardment and gunnery training	training in air-to-air and air-to-ground gunnery and bombing, such as instructor log reports, bombing range log, bomb trainer target sheets, and bombing proficiency work sheets		destroy after 6 months. AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	ground weapons training and maintenance	AF Form 710, Ground Weapons Training Record	at range offices	destroy after 3 years. AUTH: N1-AFU-90-3
5.01		correspondence, requests, notices, or similar data used to reflect the time, area and type of firing in scheduling personnel for small arms training		destroy after 1 year. AUTH: N1-AFU-90-3
5.02		local procedures establishing safety measures, storage, issue and maintenance of equipment which result in the issuance of a publication		dispose of as background material to the related publication (see table 37-7). AUTH: N1-AFU-90-3
5.03		Ground Weapons Training Data (AF Form 522)	at individual's unit	dispose of per AFI 36-2608. AUTH: N1-AFU-90-3
5.04		Combat Arms Management Information System (CAMIS) Report (in paper form only)		destroy after 5 years (See Note). AUTH: N1-AFU-90-3
6	distinguished pistol/rifleman badges	individual record of awards (pistol) and (rifle) 5 x 8 cards recording credit points earned	at HQ AETC	destroy after 30 years. AUTH: N1-AFU-90-3
7	explosive ordnance disposal proficiency	records accumulated in the program of continuous training which is essential to maintenance of proficiency up to standards established in Job Proficiency Guide 46470 for entered on duty personnel	individual proficiency training record forms	destroy 18 months after they are completed. AUTH: N1-AFU-90-3
8			certification control registers	destroy after they have been completed and replaced by new verified registers. AUTH: N1-AFU-90-3
9	ammunition records	issues, expenditures, turn-ins, and	not in ammunition	destroy after 2 years.

TABLE 21-20**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		other records relating to ammunition accountability for individuals, units, and activities	custodian jacket file	AUTH: N1-AFU-90-3
9.01			in ammunition custodian jacket file	destroy when superseded by a validated supply point listing (Q-13). AUTH: N1-AFU-90-3
10	munitions allowances	requests, changes, estimates, and related records		destroy when superseded. AUTH: N1-AFU-90-3

NOTE: If CAMIS becomes in whole or in part a machine-readable records system, such ADP records are not authorized for disposal.

TABLE 21-21**ARMAMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	ammunition and explosive materiel	ammunition disposition reports or similar forms used to report and request authority to dispose of obsolete or unserviceable ammunition, components and explosives	originals maintained as property vouchers to the stock record account	see tables 23-4 and 21- 6. AUTH: N1-AFU- 90-3
2			below major subordinate commands	destroy after 2 years. AUTH: N1-AFU-90-3
2.01			at major subordinate commands and above	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3		inspection and storage reports, periodic reports of availability, requirements, inventories, and consumption, and related correspondence		destroy after 1 year or when superseded by a new report, whichever is later. AUTH: N1- AFU-90-3
4	waivers or exemptions to explosive safety and quantity-distance criteria	authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel	at HQ USAF	destroy 2 months after date of expiration. AUTH: N1-AFU-90-3

TABLE 21-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at other than HQ USAF	destroy immediately after date of expiration. AUTH: N1-AFU-90-3
6	ammunition and explosive materiel surveillance	cards maintained as a cumulative record covering the entire period of storage at an installation		destroy 2 years after ammunition is shipped or otherwise disposed of, or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
7	explosive ordnance disposal (EOD)	form reports and related records	at originating units and intermediate reviewing activities/staff offices	destroy after 1 year. AUTH: N1-AFU-90-3
8			at MAJCOMs and technical schools	destroy when no longer needed. AUTH: N1- AFU-90-3
9			at Det 63, Ogden ALC, NAVEODTECHCEN	destroy after 5 years. AUTH: N1-AFU-90-3
10			for EOD proficiency training	see table 21-20. AUTH: N1-AFU-90-3
11	key control and issue log			destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. AUTH: N1- AFU-90-3
12	aircraft armament and munitions configuration	munitions configuration and expenditure documents		destroy when data has been extracted and entered on appropriate records or when no longer needed. AUTH: N1-AFU-90-3
13	covenant not to sue- hold harmless agreements	completed records initiated in the interest of USAF which may involve civilian claims at a later date used in conjunction with providing EOD assistance to civil agencies		destroy 2 years after date of incident per federal tort claims act. AUTH: N1-AFU-90-3
14	nuclear ordnance shipping schedule (NOSS)	message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies	at MAJCOMs	destroy after 1 year or when no longer needed, whichever is later (See Note). AUTH: N1- AFU-90-3
15			below MAJCOMs	destroy 3 months after all movements are completed or when no longer needed,

TABLE 21-21**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				whichever is later (See Note). AUTH: N1-AFU-90-3
16	warehouse planning and layout			see table 23-17, rule 2. AUTH: N1-AFU-90-3
17	storage reporting			see table 23-17, rule 9. AUTH: N1-AFU-90-3
18	special weapons storage facilities report			see table 23-17, rule 10. AUTH: N1-AFU-90-3

NOTE: These records are not retired to federal records centers.

TABLE 21-22**COMBAT AMMUNITION SYSTEM-BASE (CAS-B) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	daily transaction history	accountable registers prescribed in AFM 136-824 that reflect specific property transactions	at bases operating under the CAS-B	destroy after 1 year, or when replaced by a Monthly Register, whichever is later. AUTH: N1-AFU-90-3
2	monthly transaction history			destroy after 1 year. AUTH: N1-AFU-90-3
3	unit records	due-out listing, due-in from maintenance (DIFM) listing, asset balance listing, asset level listing, basic indicative data report, summary report, shipment suspense, asset posture report		destroy when superseded. AUTH: N1-AFU-90-3
4	munitions reconciliations	reconciliation reports of munitions on munitions serviceability and location records required by AFI 21-201		destroy after 1 year. AUTH: N1-AFU-90-3
5	conversion audit list	accountable record pertaining to satellite rehomings, conversion from any other supply system to the CAS, establishment of new munitions supply account, conversion of computer system		
6	source records	issue/turn-in records, shipping/receiving, expenditures, disposals, and notice of lost or missing documents which pertain to accountable type transactions and contain valid document number		

TABLE 21-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	supporting records			see table 23-4, rule 14. AUTH: N1-AFU-90-3
8	recurring CAS-B listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9	account files			see table 23-4, rule 26. AUTH: N1-AFU-90-3
10	inventory adjustment registers	inventory adjustment listing used to adjust item/detail record balances processed per AFI 21-201 and AFM 136-824		destroy after 2 years. AUTH: N1-AFU-90-3
11	inventory count listings	listing or forms associated with, prepared, or accomplished, as part of cyclic/special inventories		destroy after next semiannual inventory is reconciled. AUTH: N1-AFU-90-3
12	inventory accuracy report	listings prepared to show accuracy of inventory		destroy after 1 year. AUTH: N1-AFU-90-3
13	inventory status report			destroy when no longer needed. AUTH: N1-AFU-90-3
14	ADPE output printouts			see table 23-9, rules 9 and 10. AUTH: N1-AFU-90-3
15	custody jacket files (supply point records)	custodian authorization/custody receipt listing, supporting documents, authorizations, letters of instruction, and briefings		destroy after receipt and validation of new approved custody listing. AUTH: N1-AFU-90-3
16	base information/organization file	tapes or listings which reflect base activity addresses or organizations that require munitions support		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
17	control and suspense files			see table 23-10, rule 1. AUTH: N1-AFU-90-3
18	munitions reporting records			see table 23-10, rule 2. AUTH: N1-AFU-90-3
19	munitions reference records			see table 23-10, rule 3. AUTH: N1-AFU-90-3
20	munitions effectiveness reports			see table 23-9, rule 20. AUTH: N1-AFU-90-3
21	financial accounting basic transactions			see table 177-13, rule 6. AUTH: N1-AFU-90-3
22	mission capability checklists			see table 23-1, rule 8.1. AUTH: N1-AFU-90-3

TABLE 21-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23	adjusted stock level records			see table 23-4, rule 16. AUTH: N1-AFU-90-3
24	supply support control records	war readiness materials (WRM) war consumables distribution objective (WCDO)		see table 23-9, rule 21. AUTH: N1-AFU-90-3
25	installation level audits	nuclear munitions and CAS management audits		destroy after subsequent audit is completed and finalized. AUTH: N1- AFU-90-3
26	waivers or exemptions to explosive safety and quantity-distance criteria	locally generated override approval forms required by AFM 136-824, Vol 1 for overrides to hazard division, compatibility group, or total net explosive weight for storing munitions		destroy after safety waiver is approved or conditions for waiver no longer exist. AUTH: N1-AFU-90-3
27	(RESERVED)			(RESERVED)
28				
29				
30				
31				
32	munitions maintenance	records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	monthly maintenance plans	destroy after 6 months, or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
33			weekly maintenance plans	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
34	(RESERVED)			(RESERVED)
35				
36				

23. Supply. These tables cover documentation resulting from the management and control of supply operations, and USAF Academy Supply Management Records. They include requisitioning, receiving, issuing, inventory management, property accounting, stock control, and related matters.

TABLE 23-1**SUPPLY MANAGEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	safekeeping of military property	forms required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment		return to originator in exchange for new valid bond or on settlement of property accounts. AUTH: N1-AFU-90-3
2	USSTRATCOM supply system management	USSTRATCOM forms	at USSTRATCOM supply support of maintenance activities	destroy after 1 year. AUTH: N1-AFU-90-3
3	aircraft distribution and assignment control	project files of HQ USAF aircraft delivery and modification instructions and amendments, AFMC aircraft assignment directives, and related documents		destroy 1 year after project is completed. AUTH: N1-AFU-90-3
4		correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs		destroy after 1 year. AUTH: N1-AFU-90-3
5		locator cards for each aircraft assigned to a MAJCOM		destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner. AUTH: N1-AFU-90-3
6	mission capability (MICAP) summary listings	daily summaries	at Air Logistics Centers	destroy after 1 month. AUTH: N1-AFU-90-3
6.01			at other than Air Logistics Centers	destroy 90 days after creation. AUTH: N1- AFU-90-3
7		monthly summaries and other listings produced from specific card decks		destroy after 6 months. AUTH: N1-AFU-90-3
8		card decks		destroy immediately after all necessary summaries and listings have been printed and verified. AUTH: N1- AFU-90-3
8.01	mission capability checklists	MICAP checklists used to validate that no assets are available for use to satisfy priority requirements		destroy when requirement is satisfied unless otherwise directed by the local Chief of Supply. AUTH: N1-AFU-91-22

TABLE 23-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	initial spares support lists	monthly summaries, card decks and related data	applicable to all records except those under rule 9.1	destroy 60 days after report is superseded. AUTH: N1-AFU-90-3
9.01		monthly summaries, card decks and related data applicable to ISSLS loaded for weapon systems supported at individual bases		destroy after the directing MAJCOM determines that applicable ISSL levels should be deleted. AUTH: N1-AFU-90-3
10	munitions supply reconciliations	reconciliation reports of munitions based on air munitions serviceability and location records, required by AFI 21-101		destroy 1 year after reconciliation. AUTH: N1-AFU-90-3
11	base closure or realignment	records and documentation of personal property left at closing bases to assist affected communities, such as DD Form 1149 (Requisition and Invoice Shipping Document), and DD Form 1348-1 (DOD Single Line Item Release and Document)	maintained by the command and/or the base operating site manager	destroy 2 years after final conveyance of personal property. AUTH: N1-AFU-90-3

TABLE 23-2**DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	due-in assets	contracts, contract index cards, and related contract instruments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities	destroy 3 months after final payment of contract. AUTH: N1-AFU-90-3
2		PR/MIPRs		destroy 3 months after all items have been placed on contract or cancelled. AUTH: N1-AFU-90-3
3		due-in asset worksheets prepared for input to computer		destroy on completion of computer processing. AUTH: N1-AFU-90-3
4		due-in asset status cards for each item		destroy 90 days after update action. AUTH: N1-AFU-90-3

TABLE 23-2**Continued. (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		due-in statistical transaction listing		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
6		due-in requirements data for reports for category I and II R items		destroy 3 years after close of buying year. AUTH: N1-AFU-90-3
7		shipment variation printouts, out-of-balance notices, overage data		destroy on completion of review and update action. AUTH: N1-AFU-90-3
8	car arrival reporting records	reports used to initiate diversions of shipments or to initiate immediate reshipments		destroy 3 months after diversion or reshipment. AUTH: N1-AFU-90-3
9	shortage report records	reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply		destroy after 3 months. AUTH: N1-AFU-90-3
10	advice of availability records	reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report		
11	fixed communications-computer systems supply	lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project	maintained by logistics project managers	destroy 60 days after completion of action. AUTH: N1-AFU-91-30
12			maintained by storage location project custodians	destroy upon receipt of project completion of installation instructions from HQ EID/LGP, when kit is transferred to another storage location, or when no longer needed. AUTH: N1-AFU-91-30

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

TABLE 23-3**UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	active unit property records	allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records reflecting transactions occurring during the month		destroy after 1 year. AUTH: N1-AFU-90-3
2		temporary issue custody receipts		destroy or return to individual on return of property. AUTH: N1-AFU-90-3
3	inactivated unit property records	allied register and files described in rule 1		destroy when installation commander is assured that property records have been reduced to zero balance, and that all property has been turned in to appropriate supply office or otherwise satisfactorily accounted for, and he or she has issued authority to destroy the records. AUTH: N1-AFU-90-3
4		authorizations to destroy the records		destroy 2 years after inactivation of unit or 2 years after disposal of the record, whichever is later. AUTH: N1-AFU-90-3
5	property accounting transaction card			destroy after supply action is completed and entry has been posted to the document register. AUTH: N1-AFU-90-3
6	special measurement clothing and orthopedic footwear	measurement forms		destroy 30 days after receipt of ordered material. AUTH: N1-AFU-90-3

TABLE 23-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	accountable records	records created before conversion of AF organizational equipment records to EMO/BEMO and CEMO systems		destroy 1 year after all records have been reconciled and current inventories are accurate. AUTH: N1-AFU-90-3
8	supply reporting	equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, and related papers	at unit supply for submission to higher headquarters	destroy after 1 year or on inactivation of the unit, whichever is sooner. AUTH: N1-AFU-90-3
9	packing certificates	records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation		destroy after 6 months. AUTH: N1-AFU-90-3
10	supply inspection	showdown inspection reports, final inspection reports, and related inspection papers; pertinent to units that are outfitted before overseas movement		destroy after 1 year. AUTH: N1-AFU-90-3
11	USAF marine equipment allowance and checklist			destroy when boat is dropped from AF inventory and all equipment is accounted for. AUTH: N1-AFU-90-3
12	unit supply officer listings	continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility and certificates of transfer		retire on inactivation of unit for disposal 12 years after inactivation. AUTH: N1-AFU-90-3
13	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence		destroy on turn-in of equipment. AUTH: N1-AFU-90-3
14	zero overpricing	letters, messages, inquiries and other material relating to suspected pricing error	at customer liaison, consumer advocate, materiel management, procurement office or other repository	destroy 1 year after the resolution of the case, or when no longer required, if this is after the resolution date. AUTH: N1-AFU-88-28
15	unit records	daily document registers	at equipment management office or base supply	destroy after 3 months. AUTH: N1-AFU-90-3
15.01		(RESERVED)		(RESERVED)

TABLE 23-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15.02		daily document registers and Project Fund Management Report (PFMR/OCCR) update and reconciliation	at units with GSUs and at the GSU except as in rule 15.1	destroy after 1 year. AUTH: N1-AFU-90-3
16		priority monitor report, stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing		destroy after receipt of updated listing. AUTH: N1-AFU-90-3
16.01	AF Broadcasting Service Supply Management Reports	item tracking reports, e.g., Priority Monitor Report & Due-Out Validation Listing	at AF Broadcasting Service activities	destroy after 1 year. AUTH: GRS 3, Item 4b
17	source records	forms, i.e., supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-89-27
17.01		adjusted stock level records		see table 23-4, rule 17. AUTH: N1-AFU-89-27
18		verification worksheet		destroy 3 months after completed action if no longer needed for justification of special levels. AUTH: N1-AFU-90-3
19		custodian authorization/custodian receipt list		see table 23-11, rule 40. AUTH: N1-AFU-90-3
20	clothing allowance for Reserve Forces	individual mandatory clothing check (male and female)		destroy when form lacks space for next inspection and new forms have been used for one inspection. AUTH: N1-AFU-90-3
21		clothing request receipt		destroy after 1 year. AUTH: N1-AFU-90-3
22		personal clothing record, male/female airman		destroy when balances are transferred to a new form and a final statement is accomplished. AUTH: N1-AFU-90-3
23		personal clothing claim and	at staff judge advocate	destroy 1 year after case

TABLE 23-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		supporting records	offices	is closed. AUTH: N1-AFU-90-3
24	customer complaints/inquiries	correspondence used to record and resolve customer complaints, problems, or inquiries	at the Customer Liaison Office	destroy 1 year after resolution of the case. AUTH: N1-AFU-90-3
25	TCTO jacket files	Notification of TCTO kit Requirements (AF Form 2001), management notice of TCTO kit availability, notification of kit shipments, receipt documents, requisitions, and related records		destroy 1 year after all balances are reduced to zero and no requirements exist. AUTH: N1-AFU-89-27

TABLE 23-4**BASE STOCK RECORD ACCOUNTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	stock record accounts	cards on accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFMAN 23-110		destroy 1 year after equipment has been removed from the account. (See table 41-4 for medical stock record account.) AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3				
4	daily document registers	accountable registers prescribed in AFMAN 23-110 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 3 months. AUTH: N1-AFU-90-3
5		information copies used as a cross-reference work file		destroy when no longer needed or on receipt of stock number directory, whichever is sooner. AUTH: N1-AFU-90-3
6	supply document register		prepared by bases operating a manual base supply system	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	document control cards	cards created during preparation of daily document register	used by bases operating under the standard base level supply system (Sperry 1100-60) to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control	destroy after all necessary action is completed. AUTH: N1-AFU-90-3
8			used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for followup purposes, and to prepare mechanized supply activity reports	
9	daily transaction register	original accountable registers prescribed in AFMAN 23-110 that reflect specific property transactions	prepared by bases operating under the Standard Base Supply System and maintained in Document Control	destroy after 1 year or when replaced by a consolidated transaction register. AUTH: N1-AFU-91-31
9.01		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-31
10	consolidated transaction register	originals	maintained in Document Control	destroy after 1 year. AUTH: N1-AFU-91-31
10.01		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-31
11	monthly base or medical supply transaction register			see table 41-4. AUTH: N1-AFU-90-3
12	source records	issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and	identified in AFMAN 23-110 to be held	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13		contain valid document numbers	all except records to be held as prescribed in AFMAN 23-110	destroy after recording in document/transaction registers and completion of quality control. AUTH: N1- AFU-90-3
14	supporting records	reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register	identified in AFMAN 23-110	destroy after 1 year (see table 65-3). AUTH: N1-AFU-90-3
14.01		local purchase (LP) receipt records identified in AFMAN 23-110, Vol II, Part Two	transactions of more than \$25,000 and all construction contracts exceeding \$2,000	destroy 6 years and 3 months after final payment (See Note). AUTH: GRS3,ITEM3A
14.02			transactions of \$25,00 or less and constructions contracts under \$2,000	destroy 3 years after final payment (See Note). AUTH: GRS3,ITEM3A
15		records not included in rule 14 or 14.1		destroy after recording on daily transaction and document registers, and after quality control check is completed (see table 65-3). AUTH: N1- AFU-90-3
16	adjusted stock level records	original copies		hold as long as established levels are in effect; then destroy. AUTH: N1-AFU-90-3
17			at initiating activities	destroy upon receipt of approved current renegotiation. AUTH: N1-AFU-90-3
18		suspense copies		destroy on receipt of approved copy. AUTH: N1-AFU-90-3
19		outdated copies		destroy on receipt of revised form. AUTH: N1-AFU-90-3
20		revalidation decks		destroy outdated cards when replaced by later cards. AUTH: N1- AFU-90-3
21	Uniform Materiel Movement Issue Priority System (UMMIPS)		prepared by bases operating under the standard base level supply system (Sperry	destroy 90 days after monthly cutoff. AUTH: N1-AFU-90-3

TABLE 23-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	surveillance listings		1100-60)	
22	recurring listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFMAN 23-110, whichever is later. AUTH: N1- AFU-90-3
23	obsolete object deck file	object cards replaced by a later change or deleted from the system	at each base operating under the standard base level supply system (Sperry 1100- 60)	process under AFMAN 23-110, vol II, Part Four, chap 13 (Authority: table 37-14, rule 4). AUTH: N1- AFU-90-3
24	program bank change tapes	those tapes returned to AFDSO- SCCR-2 on completion of processing		
24.01	supply file dump tapes	those tapes erased and reused by the base per AFMAN 23-110		
24.02	ADPM work requests	forms used to request nonrecurring or as required computer products		destroy when no longer needed. AUTH: N1- AFU-90-3
24.03	program release sheet files	assembly and squeeze release sheets and related documentation used to control the application of computer programs in the SBSS operation		destroy release sheets when applicable program is removed from the obsolete object deck files. AUTH: N1- AFU-90-3
25	standard operating supply system trouble reports	forms maintained on an annual basis		destroy after 1 year. AUTH: N1-AFU-90-3
26	account files	individual files of personnel authorized to receipt for property, supplies and spares containing current and noncurrent specimen signatures, name, grade and organization of account custodians, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after superseded or obsolete. AUTH: N1-AFU-90-3
27	local purchase- item/procurement history file	cards and related data which provide a complete description, procurement history, previous prices paid, and available sources for local purchase items, prepared by procurement personnel	held by supply representatives who act as liaison between base supply and procurement on all supply matters involving procurement	destroy individual cards when obsolete, superseded or inactive, as determined locally. AUTH: N1-AFU-90-3
28	nuclear weapons stock record accounts	supply records or materiel courier receipts filed as required by AFMAN 23-110, vol I, Part One, chap 18		destroy 7 months after audit of the account. AUTH: N1-AFU-90-3
29	weapons and COMSEC	punch cards prepared on each weapon and each item of COMSEC equipment		add to history file when weapon/COMSEC

TABLE 23-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	equipment control files	requiring serialized control and reporting which are active and represent all weapons controlled item code N item and COMSEC control cards for each NSN with MMC of CA item record and detail balances		equipment is no longer on item record. AUTH: N1-AFU-90-3
30		held for history and research purposes		destroy after 2 years. AUTH: N1-AFU-90-3
31		reconciliation reports, serial number listings, and comparable management products prepared from weapon and COMSEC equipment control cards		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
32	base materiel/supply automated system (Sperry 1100-60)	stock fund inventory management report and stock fund stratification program	at bases operating under the standard base level supply system (Sperry 1100- 60)	destroy 2 years after close of fiscal year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
33	conversions audit list (R22)	accountable record pertaining to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS) establishment of new supply account, conversion of computer systems	at Standard Base Supply Systems activities	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE: AFOs will advise if there are outstanding discrepancies within the specified retention period. In absence of such advice, destroy the records at the end of the retention period.

TABLE 23-5**TABLE OF ALLOWANCE/AUTHORIZATION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	table of allowance (T/A) records	records accumulated by the air logistics centers (ALCs) offices of record in establishing, changing and maintaining tables of allowance data (i.e., SERDs, correspondence, etc.)	on weapon systems (aircraft, missiles, etc.)	destroy 2 years after the system for which the T/A was established is no longer in the AF inventory or 8 years after the publication date, whichever is sooner. AUTH: N1- AFU-90-3
2			on nonweapon-type systems	destroy 2 years after the T/A has been cancelled or 6 years after publication date, whichever is sooner. AUTH: N1-AFU-90-3
3		records maintained by using activity		destroy when superseded or obsolete or on receipt of a revision notice. AUTH: N1-AFU-90-3
4	allowance/ authorization change requests and custodian request/receipt	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFIND 10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations	at Equipment Management Section , Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1- AFU-91-28
4.01		approved copies for requisitioning office furniture		see table 23-11 AUTH: N1-AFU-90-3
5		approved copies which are authorized under miscellaneous allowance source codes specified in AFIND 10, section A, and do not require approval under temporary authority	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy. AUTH: N1-AFU-90-3
5.01			at MAJCOM equipment management office	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5.02		validated and signed CL		destroy when obsolete or when superseded by a new CL. AUTH: N1- AFU-90-3
6		approved copies recommending changes to allowance records		destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files. AUTH: N1- AFU-90-3
7		copies approved under temporary loan authority or pertain to rental of equipment		destroy upon termination of temporary loan (ASC 897)/rental agreement. AUTH: N1-AFU-90-14
8		approved copies which list medical organization requirements approved by the MAJCOM		hold as support documentation for the increased authorization; annually, on receipt of approved copy of the consolidated listing (CL) from the MAJCOM, file the approved forms that support authorization changes and which are in the approved CL with accountable records of the past FY, and dispose of according to table 23-4. AUTH: N1-AFU-90-3
9		approved copies which are in an established allowance and approval authority is WAB CEMO, WAB AFMC, or WAB USAF	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect or no longer requires WAB CEMO, WAB AFMC, or WAB USAF approval in applicable Table of Allowance, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy. AUTH: N1-AFU-90-3

TABLE 23-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9.01		validated and signed CL		destroy when obsolete or when superseded by a new CL. AUTH: N1- AFU-90-3
10			at MAJCOM equipment management office	destroy after 1 year. AUTH: N1-AFU-90-3
11		disapproved copies	at Equipment Management Section, Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1- AFU-91-28
12		copies used for suspense actions when request requires approval above wing level.		destroy when all actions are complete. AUTH: N1-AFU-90-3
13		(RESERVED)		(RESERVED)
14		control registers used to assign numbers to control records during processing		destroy after 1 year provided no irregularities exist (see table 65-3). AUTH: N1-AFU-90-3
15	Custodian Authorization/Custo dian Receipt List (CA/CRL)/approved Custodian Designation Letter	CA/CRL's and approved Custodian Designation Letters	at equipment management section	destroy when obsolete or superseded. AUTH: N1-AFU-90-3

TABLE 23-6**DEPOT ACCOUNTABLE SUPPLY RECORDS (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	stock record account control records	cards, listings, directories, messages, correspondence assignment notices used to establish, identify, change and assign a specific account control number to a specific activity		destroy 6 months after master file has been updated. AUTH: N1- AFU-90-3
2		correspondence and messages used for issuing termination notices		destroy after 1 year (see table 65-3). AUTH: N1-AFU-90-3

TABLE 23-6**Continued. (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	air logistics center (ALC) supply status reporting	base stock status reports	at supply depots	destroy after 3 months. AUTH: N1-AFU-90-3
4	allowance/authorization change requests and custodian request/receipt	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFIND 10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations	at Equipment Management Section, Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1-AFU-91-28
5			at all other supporting activities	destroy 1 year after completion of provisioning support. AUTH: N1-AFU-90-3
6	provisioning lists	production lists, preliminary group assembly parts lists (PGAPL), provisioning parts breakdown (PPB), recoverable item breakdown (RIB), and comparable records for future procurement use on follow-on contracts	held by system/end article/recoverable item managers at ALCs	destroy upon receipt of contract completion notice. AUTH: GRS3,ITEM3C
7			at all other supporting activities	destroy 1 year after completion of provisioning support. AUTH: N1-AFU-90-3
8	records of provisioning meetings	comments relative to the availability of data (such as drawings and specifications, programming data on which provisioning action was based, all matters of importance or agreements made during the meetings and concurrences or comments of recipient commands as to the adequacy of the provisioning team action)	at HQ AFMC	destroy 4 years after date of provisioning meeting or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9			at SSM/EAIM ALC and other supporting activities	destroy on receipt of contract completion statement. AUTH: N1-AFU-90-3
10		information copies		destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler, and reserve depots, and comparable establishments in overseas commands.

TABLE 23-7**USAF ACADEMY SUPPLY MANAGEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Academic Textbook Requirement	forms for listing textbook requirements	at Cadet Book Store and academic departments	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-7
2	Textbook Information Cards	stock control records	at Cadet Store	destroy when superseded or obsolete. AUTH: NC1-461-82-7
3	USAF Academy Liaison Officer Supply Request	forms for ordering needed Academy literature and support supplies	at Director of Admissions	destroy 6 months after date of final transaction. AUTH: NC1-461-82-7
4	Personal Property Inventory/Receipt and High Value Property Inventory	forms for recording personal property stored for cadets during Basic Cadet Training and high value property stored during break periods; also for inventorying the personal effect of departing cadets	maintained by Squadron Logistics Officers	destroy 2 months after termination of the storage period or 2 months after cadet departs. AUTH: NC1-461-82-7
5	Cadet Uniform	correspondence, specifications, quality assurance reports, and other documents required to keep a history of each uniform item	at Cadet Uniform Quality Control Division	destroy when no longer needed. AUTH: NC1-461-82-7

TABLE 23-8**INVENTORY CONTROL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	exception, error and control ADPE listings	annotations of action taken from preinventory location survey and all types of surveys		destroy 1 year after final action. AUTH: N1-AFU-90-3
2	manual cards and records, notifications, and information listings			destroy when no longer needed. AUTH: N1-AFU-90-3
3	research records	not used to support inventory adjustments		destroy after 1 year. AUTH: N1-AFU-90-3
4	Special Inventory Requests and Related Records	used for inventory adjustment		destroy after 2 years AUTH: N1-AFU-90-3
5	Special Inventory Requests and Related Records	not used for inventory adjustment		destroy after 1 year AUTH: N1-AFU-90-3

TABLE 23-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	inventory adjustment or accountable adjustment records	standard base supply systems inventory adjustment listings used to adjust item/detail records balances; processed per AFMAN 23-110, vol II, Part Two, chap 12		destroy after 2 years or when no longer needed, whichever is sooner (See Note). AUTH: N1-AFU-90-3
7	inventory count card, DOD physical inventory records, base warehouse locator/inventory count card	punch cards or warehouse location validations prepared and accomplished as part of cyclic/special inventory		destroy when no longer needed, or after cyclic/special inventory, whichever is sooner. AUTH: N1- AFU-90-3
8		manual forms and cards associated with supply inventory other than standard base supply system		destroy 1 year after count date. AUTH: N1-AFU-90-3

NOTE: Records on certain items, listed in AFMAN 23-110, are retained as required by other governing directives.

TABLE 23-9**STOCK CONTROL AND DISTRIBUTION RECORDS (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	source records	credit/debit records, material inspection, reports of discrepancies (RODs) and receiving reports, DOD single line item release/receipt records, and records bearing evidence (signature, dates, stamps, etc.) of actual movement of materiel or partial issue of denial	pertinent to accountable-type transactions and containing valid record numbers, but are not mechanically received for direct input to the computer	destroy after 2 years. AUTH: N1-AFU-90-3
2		key punched, written, telephoned, or teletyped requisitions, and related records	data processed and are reflected on transaction registers	destroy on completion of computer processing and machine audit. AUTH: N1-AFU-90-3
3	transaction registers	daily transaction registers pertaining to cost category I and manager review items	generated by ADPE systems and accumulated by IMs, SSMs, and base support activities	destroy after 6 months. AUTH: N1-AFU-90-3
4		weekly transaction registers pertaining to cost category I, II, and III items		
5		monthly transaction registers		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 23-9**Continued. (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	monthly completed requisition listings	data received, date of action, transportation data, costs, and related correspondence, maintained in record number sequence; used for research and analytical studies by IMs, SSMs, and base support activities		
7	completed debit and inventory adjustment merged listings	listings of record numbers, action, quantity, site, condition, consignor, and related records	weekly merge listings	destroy on receipt of monthly merge listings. AUTH: N1-AFU-90-3
8			monthly merge listings	destroy after 2 years. AUTH: N1-AFU-90-3
9	ADPE output printouts	operational printouts for error detection, verification, suspense action, negative balances, and other nonaccountable-type actions	daily, monthly, and quarterly listings and reports for review analysis and corrective action	destroy on assurance of computer processing. AUTH: N1-AFU-90-3
10		management printouts of monthly availability listings, master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data		destroy after 1 year. AUTH: N1-AFU-90-3
11		AFMC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records	monthly listings	
12			quarterly listings	destroy after 2 years. AUTH: N1-AFU-90-3
13	PCAM cards and listings	cards	generated by activities using the PCAM system, and cover the information in rules 9 through 12	destroy 1 year after preparation of listings. AUTH: N1-AFU-90-3
14		listings and related records		destroy after 2 years. AUTH: N1-AFU-90-3
15	stock balance and consumption records	cost category I and II reports, general purpose summary cards, magnetic tapes, listings, SSM control system files, transmittal sheets, master control records, erroneously reported item list, asset data, requirements data history files, and comparable special reports prepared and submitted by SSMs, IMs, and base support activities of AMAs to collect worldwide AF usage (consumption) and asset (inventory)	monthly reports at ALCs and AF reporting activities	destroy after next reporting cycle. AUTH: N1-AFU-90-3

TABLE 23-9

Continued. (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		data on which future requirement programs may be based and centralized control maintained over AF centrally procured items		
16			quarterly reports sent to resident auditor after submission of following quarterly report	destroy retained copies when no longer needed. AUTH: N1-AFU-90-3
17			IM/ALC consolidated reports	destroy requirements data history file after 1 year. AUTH: N1-AFU-90-3
18			other than rule 17	destroy after 3 years. AUTH: N1-AFU-90-3
19	supply effectiveness reports	command request analysis, initial request actions, processing time, adjustment actions, line item requests, receiving records, pipeline time, depot summaries, item status, and other management reports, sequenced as required for review, analysis, and corrective action	at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
20			at other than MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
21	supply support control records	cards or other records used for local control and suspense	war readiness materiel (WRM) spares and spare parts requirement card file	destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card. AUTH: N1-AFU-90-3
22			floating spares requirement and justification file	destroy when depot maintenance requirements no longer exist for the item. AUTH: N1-AFU-90-3
23			marine engine history file	destroy 3 months after item is dropped from base support inventory. AUTH: N1-AFU-90-3
24			government-owned cylinder records	destroy 1 year after accountability for the stock numbered item has been terminated. AUTH: N1-AFU-90-3
25			returnable container records	destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility. AUTH: N1-AFU-90-3

TABLE 23-9**Continued. (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
26	Principal and Secondary item report	inventory report of principal and secondary materiel items, including stock funds		destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

TABLE 23-10**SUPPLY CONTROL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	control and suspense files	requisitions, shipping orders, purchase requests, shipping records, status records used for information and control purposes; do not affect the accountable balance, and are not filed with the stock accounts		destroy on completion of requisition. AUTH: N1-AFU-90-3
2	supply reporting records	cards, listings, change notices, supply status reports, and related data for reference and informational purposes; are not subject to audit, and are not covered elsewhere		destroy after next reporting cycle. AUTH: N1-AFU-90-3
3	supply reference records	specifications, supply catalogs, publications card indexes, code indexes, equipment lists, and related reference aids	at installations	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
4	output products	listings, cards mechanically produced, and are not covered elsewhere		destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
5	data services operational records	library tapes, service tapes, work tapes, program flow charts, punched cards, and write-up instructions		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

TABLE 23-11

EQUIPMENT MANAGEMENT SYSTEM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	organizational records	minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records	at MAJCOMs and major subordinate commands	destroy after 10 years (EXCEPTION: destroy analysis source material and physical inventory reports when no longer needed). AUTH: N1- AFU-90-3
2			at bases	destroy after 2 years. AUTH: N1-AFU-90-3
3	reporting organizational file (ROF)	mechanized cards, tapes and/or listings which reflect equipment reporting status of each AF organization and wartime additive mission that requires equipment support		destroy 1 month after superseded. AUTH: N1-AFU-90-3
4		USAF master ROF		destroy 1 year after superseded. AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)
6				
7	base equipment master file (BEMF)	monthly file report, including listings which are edited and corrected before submission to CEMO by BEMO	at BEMO	destroy BEMO listings after 1 year. AUTH: N1-AFU-90-3
8		monthly file report, which includes cards and/or tapes which are edited and corrected before submission to CEMO by BEMO		destroy cards after corrective actions have been annotated on the monthly listing. AUTH: N1-AFU-90-3
9		created under the standard base level supply system (UNIVAC 1050-II) and used for management and audit purposes		destroy after 1 year. AUTH: N1-AFU-90-3
10		records described in rules 7 and 8, zero balance registers and authorization records used to clear the property account when an activity is inactivated		destroy all property records on inactivation of an activity or when directed by the commander. AUTH: N1-AFU-90-3
11		authorization records used for verification that the property account has been cleared		destroy 2 years after inactivation of activity or 2 years after the reports have been destroyed. AUTH: N1- AFU-90-3

TABLE 23-11**Continued.**

12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
13	MEMO files			see table 41-4. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15				
16				
17				
18	register equipment management (REMS) records	vehicle authorization lists used to disseminate the specific authorization for a given unit or function		destroy 1 year after completion of last report. AUTH: N1-AFU-90-3
19	(RESERVED)			(RESERVED)
20				
21	register equipment management (REMS) records	vehicle allocation and distribution records used to distribute vehicles against valid shortages and are summarized (kind and quantity)		destroy 1 year after distribution of the vehicles. AUTH: N1-AFU-90-3
22		worldwide master control file	at the IM	destroy after 10 years. AUTH: N1-AFU-90-3
23	non-REMS serialized inventory equipment records	custody receipt listings and related data used to control serialized equipment		destroy when superseded. AUTH: N1-AFU-90-3
24		changes to the basic file		destroy when action is completed. AUTH: N1-AFU-90-3
25	equipment management balance register (EMBR)	listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records		destroy 1 year after superseded. AUTH: N1-AFU-90-3
26	(RESERVED)			(RESERVED)
27	warranty or guaranty records	forms, correspondence, and related records which specify the period of time a warranty or guaranty item may receive free parts replacement and/or maintenance service		destroy after expiration of the warranty/guaranty period. AUTH: N1-AFU-90-3
28	(RESERVED)			(RESERVED)
29				
30				
31	equipment management reports, redistribution orders (RDOs), transfers and loans	machine-punched cards, listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, vehicles authorizations lists, etc.		destroy 1 year after action is completed or 1 year after equipment has been returned to original base. AUTH: N1-AFU-90-3
32	personal clothing and equipment	personal clothing and equipment record and comparable forms used for	at EMO/BEMO and balances are	destroy when balances are transferred to a new

TABLE 23-11**Continued.**

12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
	record, and comparable forms	issue of personal clothing and equipment	transferred to a new form	form. AUTH: N1-AFU-90-3
33			signed certificate	destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO. AUTH: N1-AFU-90-3
34		originals	at EMO/BEMO and individual is reassigned permanent change of station	sent to MPF In & Out Processing Unit for disposition per AFI 36-2608 (see table 36-12, rule 1 and 1.1). AUTH: N1-AFU-90-3
35		retained copies		the losing EMO/BEMO destroys 6 months after the original has been forwarded (rule 34). AUTH: N1-AFU-90-3
36		signed copy	at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated	send to MPF Reenlistment & Separation Unit for disposition per AFI 36-2608 (see table 36-12, rule 1). AUTH: N1-AFU-90-3
37		originals	retained by individual equipment function after events in rule 36	destroy 6 months after turn in of all equipment. AUTH: N1-AFU-90-3
38		equipment record for emergency deployment pertinent to cost category II items		destroy when items are returned to the custodian. AUTH: N1-AFU-90-3
39		registers of expendable and nonexpendable, nonreturnable items	at individual equipment function	destroy 90 days after date of last entry. AUTH: N1-AFU-90-3
40	equipment custodian file	Custodian Authorization/Custody Receipt Listing (CA/CRL); weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)	custodian copies	destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete. AUTH: N1-

TABLE 23-11

Continued.

12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
				AFU-90-30
41		custodian request log; information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD), and reports of survey, etc.; records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander		destroy when all outstanding actions are complete and records are no longer needed. AUTH: N1-AFU-90-30
42		suspense copies of custodian requests/receipts		hold with supporting record until all action is complete, then file it in the completed file. AUTH: N1-AFU-90-3
43	(RESERVED)			(RESERVED)
44				
45				
46				

TABLE 23-12

MATERIEL UTILIZATION PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requirement and asset data registered in the DO67 system	summary products	at the materiel utilization control office (MUCO)	destroy after 2 years. AUTH: N1-AFU-90-3
2		DO67 system master record in National Stock Number sequence		destroy after 1 year. AUTH: N1-AFU-90-3
3	excess item data	high dollar excess items		destroy after 6 months. AUTH: N1-AFU-90-3
4		excess summary products		destroy after 2 years. AUTH: N1-AFU-90-3
5		excess action list		

TABLE 23-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		status of excess		destroy after 1 year. AUTH: N1-AFU-90-3
7		excess review listings		
8		excess record deletion listing		
9		documentation in rules 7 and 8	at the AF item manager's office	destroy after 6 months. AUTH: N1-AFU-90-3
10		interrogations		destroy after 1 year. AUTH: N1-AFU-90-3
11	excesses available in Defense Property Disposal activities	referrals		destroy after 6 months. AUTH: N1-AFU-90-3
12			at the MUCO	destroy after 2 years. AUTH: N1-AFU-90-3
13	materiel utilization reports	all		
14	excess item transaction data	DO50 system monthly summary of excess item transfers		destroy after 1 year. AUTH: N1-AFU-90-3
15	Reclamation Program	products from DO67 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists	at the MUCO, system manager/inventory manager office	destroy after 2 years. AUTH: N1-AFU-90-3
16	excess contractor inventory (production contracts only)	inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property		
17	component item screening	product from DO49/DO67 interface to facilitate component item screening		
18	DO49/DO67 reject listing	government furnished materiel items that failed screening criteria or no match on DO49 system	at the MUCO	destroy after 1 year. AUTH: N1-AFU-90-3
19	DO49/DO67 buy item component availability listing	component items that meet the criteria for offering as government furnished materiel	at the MUCO, system manager/inventory manager office	
20	government furnished aerospace equipment (GFAE) project folders	AFMC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements	at the MUCO	destroy after 2 years. AUTH: N1-AFU-90-3
21	government furnished materiel (GFM) project folders	data by end item including list of components to be supplied as GFM		

TABLE 23-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
22	GFAE reject reports	monthly report of items being rejected by contractors		destroy after 1 year. AUTH: N1-AFU-90-3
23	DO34 products	list of items in the MUCO account and used for inventory adjustment		
24	government-owned special tooling/special test equipment (ST/STE) and special tooling test equipment management system (STTEMS) (CO17)	copies of contracts, amendments, and storage agreements	at the MUCO, inventory manager/system	destroy after 2 years. AUTH: N1-AFU-90-3
25		inventory listings		destroy when superseded or entered into CO17. AUTH: N1-AFU-90-3
26		screening reviews listing		destroy 1 year after completion of review. AUTH: N1-AFU-90-3
27		keypunch source records and exceptions		destroy when validated by receipt of a transaction list. AUTH: N1-AFU-90-3
28		transaction lists		destroy 3 months after date of processing. AUTH: N1-AFU-90-3
29		ST/STE shipping list other than disposal		destroy when ST/STE is returned to storage site. AUTH: N1-AFU- 90-3
30		ST/STE shipping list for disposal		destroy when ST/STE record is deleted from system. AUTH: N1- AFU-90-3
31		ST/STE transaction registers		destroy after 2 years. AUTH: N1-AFU-90-3
32		interrogation replies		destroy when superseded or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
33		validated file establish printouts		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 23-13**STRATEGIC AND CRITICAL MATERIALS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	seizure records	requisitions by Administrator of Export Control, requisitions by Office of Export Control, and correspondence on the seizure and shipment of materials related to requisitions issued by the government ordering seizure of certain materials as necessary to the government, and directing shipment of the material to specified destinations		destroy after 12 years. AUTH: N1-AFU-90-3
2	strategic and critical materials program records	voucher files (incoming tallies and manual stock record cards), shipping instructions, receiving reports, reports of materials on hand, inventory reports, and related correspondence incident to storage, security, and maintenance of strategic and critical materials on military reservations pursuant to Public Law 520, 79th Congress		destroy 2 years after final out-shipment of materials, provided GSA is furnished a list of the records to be destroyed 90 days before destruction date so that GSA can verify the adequacy of their records. If no objection to disposal of records is indicated within the 90-day period, destroy the records. AUTH: N1-AFU-90-3

TABLE 23-14**SPECIAL PROGRAM/PROJECT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requisitioning	requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations	at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities	destroy after 2 years. AUTH: N1-AFU-90-3
2	supply directive and special project records	directive memoranda, shipping tickets, item listings, backorder files (item card), case and item files, tabulated listings, cards, and related correspondence pertinent to integrated movement of AF supplies and equipment to support special programs/projects	at HQ AFMC/LM	destroy 90 days after deadline date. AUTH: N1-AFU-90-3

TABLE 23-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			at other than HQ AFMC/LM	destroy 6 months after cancellation notice has been issued by the monitoring activity. AUTH: N1-AFU-90-3
4	logistics orders (LOs)	register of LOs numbers	at HQ 1035th Technical Operations Group	destroy 3 years after closeout. AUTH: N1-AFU-90-3
5		numbered LOs, listings of equipment and supplies, LO amendments, and related correspondence originated and used to direct and control shipments of organizational resources to specified locations		
5.01			at squadron/detachments	destroy 1 year after closeout. AUTH: N1-AFU-90-3
6		monthly LOs status reports	at activities in rules 4 and 5.1 above	

TABLE 23-15

ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	record copies of official engineering records pertaining to missile, aeronautical, nonaeronautical systems, subsystems or equipment	microfilm copies of form 2 and 3 specifications, standards, exhibits, parts lists, indexes, related information and form 1, 2, 3, dimensioned engineering drawings	at USAF engineering data repositories	destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (See Note 1). AUTH: N1-AFU-90-3
2		copies of form 1, 2, 3 undimensioned engineering drawings on stable base material		destroy upon inactivation of the drawing (See Note 1). AUTH: N1-AFU-90-3

TABLE 23-15**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	originals of official engineering records (except category II modifications)	form 2 and 3 specifications, standards, exhibits, parts lists and form 1 dimensioned engineering drawings	at AF design activities on which approved changes are recorded	destroy 35 workdays after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD (See Note 1). AUTH: N1-AFU-90-3
4		form 1 undimensioned engineering drawings (See Note 2)		destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (See Note 1). AUTH: N1-AFU-90-3
5	information copies of engineering drawings		at base EDSCs and in reference files	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (See Note 1). AUTH: N1-AFU-90-3
6	preliminary and experimental engineering drawings	drawings prepared by AF or contractor		see table 61-2. AUTH: N1-AFU-90-3
7	category II modification drawings	missile, aeronautical engineering drawings, specifications prepared by AFMC activities		see table 20-2. AUTH: N1-AFU-90-3
8	engineering data authorization to receive, requisition and invoice/shipping document, and request for data forms	AF Forms 1147 and 1149 and related forms		destroy when obsolete, superseded, or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (see AFI 37-138, chapter 3). (EXCEPTION: AFMC will transfer the microfilm record copy of

inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization, and is responsible for any reproduction of the data. The Air Force Museum will insure protection of any proprietary data in accordance with AFI 37-131 and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)

2. The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures.

TABLE 23-16**AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft statistics	cards, listings, reports, gain and loss data, serial numbers, inventory	at HQ AFMC and other AFMC activities	destroy when no longer needed. AUTH: N1-AFU-90-3
2			at HQ USAF	destroy when no longer needed or after 4 years, whichever is later. AUTH: N1-AFU-90-3
3		subsidiary reports		destroy when no longer needed or after 6 months, whichever is sooner. AUTH: N1-AFU-90-3
4	individual master aircraft/missile/drone historical cards	cards used to account for all aircraft/missiles/drones, and which reflect all changes while in the AF inventory	at HQ AFMC	retire as permanent (See Note). AUTH: NC1-AFU-80-8

NOTE: Transfer to the National Archives in 5-year blocks when most recent document is 25 years old.

TABLE 23-17**STORAGE AND WAREHOUSING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	storage facilities and services contract	leases or rental agreements for storage facilities, and supplemental agreements thereto; storage building plans and plots; contracts for commercial storage services (such as garage, parking and storage space for administrative vehicles, commercial cold storage, storage other than railroad yards, commercial warehouse closed storage service, and railroad ground storage yards); change orders, supplemental agreements, and delivery orders for storage services, bills for services, payment vouchers, and related records		destroy in accordance with table 64-1. AUTH: N1-AFU-90-3

TABLE 23-17**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	warehouse planning and layout	diagrams for warehouse, shed, open storage space or comparable records		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	locator records	space control sheets, location sheets, location cards, bin tags, and other records which are a part of the location system for supplies and equipment, or used as a check of inventory of stock location		
4	warehouse receiving	copies of shipping documents, car arrival reports, tallies, or other comparable records used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses		destroy 3 months after receipt of shipment. AUTH: N1-AFU-90-3
5	warehouse shipping	copies of records used for picking, packing and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock or packing tags)	at depot warehouses	destroy 3 months after shipment. AUTH: N1- AFU-90-3
6	labor and equipment for warehousing activities	work assignment sheets, working reports of the operation of materials- handling equipment; daily work reports showing such information as date, shift, cars or trucks loaded or unloaded		destroy after 6 months. AUTH: N1-AFU-90-3
7	storage control registers	voucher assignment registers, shipping control registers, tally number registers, and comparable devices		destroy after 3 years. AUTH: N1-AFU-90-3
8	storage reporting	storage space and occupancy reports	at MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
9		depot space and operating reports, monthly materiel-handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters	at subordinate activities	
10	special weapons storage facilities report	site plans showing type and location of storage and maintenance facilities at AF bases for atomic, radiological and biological weapons	at bases and intermediate headquarters	destroy when superseded. AUTH: N1-AFU-90-3
11	aircraft-installed equipment storage	inventory records of aircraft-installed equipment which the aircraft maintenance officer has determined is used infrequently	at EMOs/BEMOs	destroy on removal of item from storage. AUTH: N1-AFU-90-3

TABLE 23-18

FUELS, PROPELLANTS, AND CHEMICAL RECORDS (NOTES 1 AND 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Aviation fuel, and fuel ground products	fuels ADPE output including receipt, storage, issue, inventory item accounting documents and access control logs. Local purchase orders/receipts requirements forecasting	at base fuels activities	destroy after 1 year if not being retained as supporting records for other reports; destroy simultaneously with supported record. AUTH: N1-AFU-88-15
2		orders placed from contract sources and corresponding receipts		destroy 6 years and 3 months after expiration date of the contract. AUTH: N1-AFU-88-15
3		operating loss analysis plus supporting records		destroy after 3 years. AUTH: N1-AFU-88-15
4		daily fuels request and servicing logs		destroy after 1 year unless being used to determine/compute refueler/manpower requirements; maintain for 1 additional year. AUTH: N1-AFU-88-15
5		quality control spot checks		destroy after 6 months. AUTH: N1-AFU-88-15
6		quality control inspection reports		destroy after 1 year. AUTH: N1-AFU-88-15
7		identaplates		destroy when replaced or when no longer needed. AUTH: N1- AFU-88-15
8		reports and records concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records		destroy after 1 year or in accordance with local statutes. AUTH: N1-AFU-88-15
9	energy conservation	computer reports, analysis data	at all levels	destroy when no longer needed. AUTH: N1- AFU-88-15
10	aviation fuel and oil sales	certificates of tax exemption furnished by contract, charter and civil aircraft operations	at base fuels activities and SA-ALC	destroy after 3 years. AUTH: N1-AFU-88-15
11	missile propellant and pressurant forecasts	propellant requirements forecasts, reports	at all levels	
12	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual. AUTH: N1-AFU-88-15

TABLE 23-18**Continued. (Notes 1 and 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	cryogenics plants and tank records	plant operating and maintenance records, system status records, cryogenics tank records	at all level of activities	destroy after 1 year or as directed by item manager. AUTH: N1- AFU-88-15
14	inspection records	records of inspection of permanently installed base fuel storage systems	at base fuels activities	destroy after 3 years or longer if required for state or local environmental requirements. AUTH: N1-AFU-88-15
15	test records	laboratory test reports		destroy after 6 months (retain when supporting deviations; destroy when deviation is corrected.) AUTH: N1-AFU-88-15
16				at area laboratories
17	construction project proposals	theater airfield capability and construction data	at base fuels activities	see table 32-15, rule 4. AUTH: N1-AFU-88- 15
18	local support	organization fuel tank records, fuel servicing records, etc.		destroy when superseded, or upon removal or replacement of the fuel tank. AUTH: N1- AFU-93-19
19	records not covered elsewhere	tabulations, summaries, etc.	at all levels	

NOTE(S):

1. Records in this table include hard copy records and computer disks.
2. All references to year are fiscal year.

TABLE 23-19

PROPULSION AND GAS TURBINE POWER PLANT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	propulsion centralized accounting	debit/credit records, master tape, reports, stock record accounts, DoD single line item release/receipt records, materiel inspection, and receiving report	at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the AF inventory	cut off on loss of engine by exchange, transfer, donation or sale and determination of property accountability; hold 2 years and destroy (EXCEPTION: supporting records reflecting disposition of propulsion units terminate from the central account are destroyed 12 years after the engine has been dropped from the AF inventory; the Central Account will retain gain and loss information for 12 years after the TM engine has been terminated from the Air Force inventory). AUTH: N1-AFU-90-3
2		engine status report	held by the engine manager at the reporting activity	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3			at activities reporting to the base engine manager	destroy 30 days after submission of the succeeding report. AUTH: N1-AFU-90-3
4	engine reporting	semiannual aircraft engine reclamation and rework/repair report	at HQ AFMC	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
5			at other than HQ AFMC	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 23-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		requirements/inventory analysis report (RIAR) (aircraft/missiles)	prepared by Engine Inventory Manager ALC and submitted to HQ AFMC and HQ USAF semiannually on completion of requirements and overhaul computation	destroy 3 years after close of the buying year. AUTH: N1-AFU-90-3
7		interservice engine reports	consolidated at HQ AFMC	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
8			at other than HQ AFMC	destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
9		(RESERVED)		(RESERVED)
10				
11		worldwide engine inventory summary report	prepared and distributed by OC-ALC to HQ USAF, HQ AFMC, and EIM monthly to reflect worldwide inventory by type, model and series	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
12			at other than HQ USAF and HQ AFMC	destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 23-20

PRECIOUS METALS RECOVERY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reclamation and use of precious metals	forms, reports, logs, accountability records and correspondence	at HQ USAF/MAJCOMs/maj or subordinate commands	destroy after 2 years. AUTH: N1-AFU-90-3
2			below major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-21**MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Procurement Authorizations (PA) for Materiel Procurement Program	Three-year program direction of every line item within the Other Procurement Appropriations allocated by Congress for that particular fiscal year	at HQ USAF, HQ AFMC and HQ AFIC	destroy 2 years after the last year for which the funds are available for obligation. AUTH: N1-AFU-87-33
2	directives, program status reports, contractual maintenance requirement data			destroy 3 years after completion of obligations covered by the buying program. AUTH: N1-AFU-90-3
3	status reports and related data		at HQ USAF and HQ AFMC	destroy after completion of the program, or 90 days after superseded, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 23-22**CATALOGING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cataloging data	Federal Supply Catalog item identification cards/AF Stock Number File, alphanumeric file, and Federal Supply Catalog/National Stock Number file		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		detail card part number file, detail card National Item Number (NIIN) file, trailer card NIIN file, and trailer card National Stock Number file		
3		similar or related records		
4	cataloging control	IBM listings		destroy after 1 year. AUTH: N1-AFU-90-3
5		card files		
6		copy of status equipment records		
7		government acceptance record of contractor-prepared item identification		
8		similar or related records		

TABLE 23-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	item descriptions of electric or electronic equipment	AF item identification and nomenclature cards prepared by JCENS in Washington, DC		destroy when information is incorporated into Federal Supply Catalog items identification card. AUTH: N1-AFU-90-3
10		similar or related records		destroy when item is obsolete. AUTH: N1-AFU-90-3
11	listings in card or book form	all items used by the Federal Government which contain item identification; National Stock Number and description data; logistics item data card; Federal Supply Catalogs, guides, and codes; and similar or related records		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
12	source material	Federal Supply Catalog items identification card, facsimile cards, and other cards		
13		visible file indexes		
14		similar or related records used in the AF stock list and supply catalog system which reflect and make available in book form Federal Supply Catalog System items used by the AF		
15		stock list control data		destroy on completion of punch card operation and subsequent verification. AUTH: N1-AFU-90-3
16		cataloging manuscript		destroy on completion of necessary file panels. AUTH: N1-AFU-90-3
17	Cataloging Project Files	letters of transmittals, minutes of conferences, correspondence pertaining to the Federal Supply Catalog program, and other related records		destroy 2 years after all actions have been completed AUTH: N1-AFU-90-49
18		request for AF stock list data or comparable forms		destroy 6 months after all actions have been completed. AUTH: N1-AFU-90-3
19	cataloging reports		at requesting activity	destroy after 1 year. AUTH: N1-AFU-90-3
20			at preparing and/or intermediate activities	destroy 6 months after supersession. AUTH: N1-AFU-90-3

TABLE 23-23

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reports of survey case files	reports of survey, records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property; investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof; actions taken on debts resulting from assessments	at the report of survey (ROS) Program Manager's office	destroy 6 years after final action by the appointing or approving authority. AUTH: N1-AFU-90-3
2		retained copies of reports of survey, records used in lieu thereof, and related correspondence and supporting records	at preparing activities	destroy 2 years after initiation. AUTH: N1- AFU-90-3
3		retained copies of reports of survey used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items	at supply accountable offices	destroy 2 years from the date of adjustment. AUTH: N1-AFU-90-3
4		retained copies of reports of survey or records used in lieu thereof pertaining to damage to Air Force motor vehicles	at transportation offices and in unit vehicle control officer files	destroy per table 24-3. AUTH: N1-AFU-90-3
5		retained copies of reports of survey and related correspondence used to support assessment of financial liability	at financial services offices (FSOs)	destroy 1 year after assessment has been collected, or financial liability is voided. AUTH: N1-AFU-90-3
6	reports of survey registers	form registers and comparable forms that provide a complete record of each report of survey		destroy 1 year after final action is completed on all entries of a terminated register. AUTH: N1-AFU-90-3
7	GAO notices	notices of exceptions that are issued by GAO against disbursement activities of financial services officers charged with appropriated funds		destroy 1 year after exception has been cleared by GAO. AUTH: N1-AFU-90-3

24. Transportation. These tables cover records relating to all aspects of Air Force transportation.

TABLE 24-1				
TRANSPORTATION				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Appointment of Transportation Officers and Agents	appointment orders, requests for appointments, qualifications of potential appointees, termination of orders of appointment or revocation, and related documents		destroy 10 years after termination or revocation of appointment AUTH: GRS9,Item1b
2	Special Transportation Arrangements	Department of Transportation new or modified special permits, waiver of Federal, state, municipal or other authority's regulation for transportation of explosives or other dangerous or sensitive materials; use of special conveyance for passenger travel; special handling data; traffic transfer receipts; interchange agreements (between AF installations and rail carriers on use of Government-owned trackage by common carriers and operation of Government-owned equipment over commercial railroad trackage); permissible operating distances (letters establishing a local permissible motor vehicle operating distance (POD) and letters requesting to exceed local POD); motor vehicle movement over public highways (requests for waiver, applications for and permits to move military vehicles over state highways, permits); and related documents	not limited specifically to a particular case file	destroy 10 years after completing final action authorized by the special arrangement AUTH: GRS9,Item1b

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Control for Movement of Goods or Personnel	records constituting a system for receipt and tally in the transportation system, such as Military Standard Transportation Movement Procedures (MILSTAMP) (cargo manifests, special handling data, traffic transfer receipts); cargo manifests; troop movement (routing, departure, arrival, organizations, equipment requirements, car numbers, commanders reports); movement orders for troops moving through an aerial or water port of embarkation (at port of embarkation); control number registers; GB/L registers (for household goods and other than household goods); transportation requests and meal tickets, AMC transportation authorizations; traffic coordination (applications and requests for car reservations and accommodations, card indexes, correspondence, reports, and related records which do not involve issuance of procurement records, i.e., transportation requests, AMC transportation authorizations, and requests for carrier service); handling (transportation officers books that record every car handled, and include information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills); car control and processing (records reflecting cars en route, received, placed, loaded, unloaded and dispatched); carload routing (forms prepared by transportation officers authorized to route domestic carload or truckload shipments of freight); storage-in-transit (inbound GB/Ls, transit reshipping certificates, record of transit freight bills, tonnage credits); routing orders (requests for routing, route order, confirmation on route orders, unit permit authorizations); highway bridge toll ticket control;		destroy 10 years after completion of shipment AUTH: GRS9,Item1b

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		transportation unit control; vessels (forms used by port air officers to record shipping data on material shipped by surface transportation); ocean passenger traffic (passenger invoice recapitulation, shipper destination summary sheet, berthing plan, port identification and recapitulation sheet, passenger list recapitulation, certificate of health, and manifest covering passengers loading or unloading at a port); ocean cargo manifests (manifests, shipping records, hatch tallies, disposition sheets, security cargo receipts, cargo discharge reports, delivery tallies, discrepancy reports); marine master operation and maintenance statistical data on logs; movement of passengers, personal property and cargo (MAJCOM consolidated reports only); and similar documents		
4	Commercial Movement of Goods or Personnel Case Files - Routine	original vouchers, issuing office copies, and supporting documents covering commercial freight transportation charges of settled fiscal accounts including registers and other control documents, such as property shipped and property received GB/Ls, freight bills, shipping records, express receipts, special handling data, traffic transfer receipts, cargo manifests, signature and tally records, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit reshipping certificates, records of transit, freight bills and tonnage credits, report of survey (discrepancies incident to shipment of materials), DOD single line item release receipt records, and related records including shipment and temporary storage of household goods, mobile homes, unaccompanied baggage, Do-It-Yourself (DITY) moves, including DD Form 2278, Do It Yourself Counseling Checklist; transportation requests, AMC transportation authorizations, and meal tickets, including cancelled		destroy 6 years after completion of shipment AUTH: GRS9,Items1a&1c

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		copies, records relating to issue thereof; transportation certificates for passenger travel, and related correspondence; application for transportation of dependents, travel orders, certificate of dependency, and related records		
5	Commercial Movement of Goods or Personnel - Nonroutine	case files covering payment for transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, deduction or collection action has been taken, voucher contains inbound transit shipment, parent voucher has print of paid supplemental bill associated, voucher has become involved in litigation, or any other condition that prevents settling of account, requiring the voucher to be retained beyond the 6-year retention period, such as deception of overcharge; time extensions of travel and transportation entitlements, reports of casualty, retirement orders, and related supporting documents		destroy 10 years after completion of final action AUTH: GRS9,Item1b
6	(RESERVED)			(RESERVED)
7	NOTEMPS Case Files	household goods non-temporary storage accounts system (NOTEMPS) case files consisting of storage records (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent records)		destroy 3 years after final disposition of stored goods and settlement of case AUTH: N1-AFU-90-3
8	Transportation Administration	reports of issued transportation requests; transportation traffic control number registers; shipment planning worksheets; signature and tally record, report of shipment (REPSHIP) messages and tracer actions on classified or sensitive material; ocean terminal and inland linehaul cargo reports; applications for GB/Ls to be furnished to contractors; public file of GB/Ls; motor vehicle movement over public highways (administrative records, such as, special road laws relating to State Highway		destroy after 2 years AUTH: GRS9,Item4a

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Commission, DOD Directory listing military and state officials authorized to request and issue permits for oversize, overweight, or other special military movement over public highways; cargo channel traffic airlift requirements; ocean cargo manifests at MAJCOMs and are used for advance planning, diversion, or control; special airlift requirements; passenger channel traffic airlift requirements; sealift cargo requirements; boat dispatch sheets (routine); MSTS utilization reports; statistical reports on movement of passengers, personal property and cargo (MAJCOM and below except MAJCOM consolidated reports); personal property movement quality assurance (carrier performance files, facility inspection reports, except initial inspection reports, quality control reports from members and destination traffic management offices, Carrier Evaluation and Reporting System (CERS)); Do It Yourself Moving Program (public file); Traffic Distribution Records (TDR); letters of intent of approved carriers (filed with transportation officer by carriers desiring to participate in DOD traffic; NOTEMPS master rate file (basic agreement rate spread list, cost comparison list); NOTEMPS master record list and expiration date list; NOTEMPS alpha contractor list, service order list, accounting classification summary list, conversion to member's expense list; NOTEMPS consolidated invoices, annual service order renewal listings; NOTEMPS contractor facility files of all transactions with contractors having basic agreements with DOD; NOTEMPS MTMC reports and management information lists; related documents		
9	Movement of Goods or Personnel by Government (Non-	case files of Government freight warrants, waybills, or cargo manifests covering movement of Government		destroy 3 years after completion of shipment AUTH: N1-AFU-90-3

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Air Force) Transportation Facilities	supplies, materiel or personnel by Government transportation facilities		
10	Customs Clearance and Personal Property Inspection and Clearance	records used in clearing cargo, personnel, and inspection, processing, and customs clearance of personal property (including accompanied or unaccompanied baggage), such as certificates of retention for captured material, trophies, certificates of ownership or right to possess items of Allied nation's material, certificates of retention and customs declarations, receipts for articles withdrawn by inspecting officers for accompanied baggage, blanket declarations and summary sheets prepared by transport commanders, statements of authority to retain captured material, trophies, and related records.		destroy 3 years after clearing customs or settlement of irregularities, whichever is later AUTH: N1-AFU-90-3
11	Ammunition Certificates	certificates used as a device to prevent entry of live ammunition into US by individuals either on their person or in their baggage		destroy after final inspection of baggage at port of embarkation in US or after settlement of irregularities, whichever is later AUTH: N1-AFU-90-3
12	(RESERVED)			(RESERVED)
13	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	destroy after 5 years (EXCEPTION: those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation). AUTH: N1- AFU-90-3

TABLE 24-2

AIRLIFT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	MILAIR AMC Transportation Authorizations, Passenger Lists, and Travel Orders - ASIF		for airlift service industrial fund (ASIF) traffic at originating stations	destroy after 2 years. AUTH: N1-AFU-90-3
2	MILAIR AMC Transportation Authorizations, Passenger Lists, Travel Orders		for revenue traffic other than ASIF and nonairlift service industrial fund (non- ASIF) traffic at originating stations	destroy after 6 months. AUTH: N1-AFU-90-3
3	MILAIR Transportation Control and Movement for Cargo and Mail			destroy after manifest listings are made. AUTH: N1-AFU-90-3
4	MILAIR Cash Collection Vouchers	receipts used as supporting documents for preparation of financial reports		destroy after 2 years. AUTH: N1-AFU-90-3
5	MILAIR Registered Mail Manifest	registered mail manifest and DD Form 1384, Transportation Control and Movement Record used for airlift service industrial fund (ASIF) traffic	at originating and terminating stations	destroy after 1 year. AUTH: N1-AFU-90-3
6	MILAIR Registered Mail Manifests			destroy after 1 year AUTH: N1-AFU-90-3
7	MILAIR Cargo/Passenger Manifests Representing Billable Revenue for Transportation, Aeromedical Evacuation, and Special Assignment Airlift Missions (SAAM), Mail or Rush Baggage Manifests, Release from Claim for Property Damage or Personal Injury		for airlift service industrial fund (ASIF) traffic at originating and terminating stations	destroy after 1 year AUTH: N1-AFU-90-3

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	MILAIR Cargo/Passenger Manifests Representing Billable Revenue for Transportation, Aeromedical Evacuation, and Special Assignment Airlift Missions (SAAM), Mail or Rush Baggage Manifests, Release from Claim for Property Damage or Personal Injury - Other		for revenue traffic other than ASIF traffic and nonairlift service industrial fund (non- ASIF) traffic at originating and terminating stations	destroy after 6 months. AUTH: N1-AFU-90-3
9	MILAIR Cargo/Passenger Manifests - Other			destroy after 1 month AUTH: N1-AFU-90-3
10	MILAIR Truck Manifests	truck manifest and local release forms used to document the release of terminating cargo and mail from the airlift system		destroy after 6 months. AUTH: N1-AFU-90-3
11	MILAIR Aerial Port Control Log	manifests and forms used to show date and purpose of the Airlift Control Element (ALCE) and aid in completion of required reports		destroy after 2 months AUTH: N1-AFU-90-3
12	MILAIR Baggage Irregularities	inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence that are records of lost, found, pilfered, and damaged baggage used to support claims for reimbursement or return to owner		destroy after 1 year. AUTH: N1-AFU-90-3
13	MILAIR Baggage Irregularities - HQ AMC BSC		at HQ AMC Baggage Service Center (BSC)	destroy after 2 years. AUTH: N1-AFU-90-3
14	MILAIR Transportation Discrepancy Reports	reports pertaining to traffic irregularities, packaging and handling deficiencies, over, short, damaged, pilfered, and lost cargo and mail, and correspondence on passenger irregularities		destroy after 1 year. AUTH: N1-AFU-90-3
15	MILAIR ASIF Revenue, Billing and Receivables	invoices/claims to public; cash collection vouchers; AMC transportation authorizations;	at AMC Director of Industrial Fund	destroy 6 years after close of FY in which final collection is

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		transportation cargo movement documents; MTAs & TCMDs; travel orders; voucher for transfer between appropriation; and general correspondence used as backup to billing data		effected AUTH: GRS9,Item1a(3)
16	MILAIR Air Transportation Manifests	AMC Forms 53 without flight certificate		destroy after 90 days AUTH: N1-AFU-90-3
17	MILAIR Port Management Level Listing	inventories/tabulations pertaining to passengers, cargo or mail awaiting shipment		destroy after 1 month. AUTH: N1-AFU-90-3
18	MILAIR Document Control Center (DCC) Transaction Requests	records used to establish an order of priority by job type		destroy weekly or when no longer needed. AUTH: N1-AFU-90-3
19	MILAIR Bumped Cargo/Mail Worksheets or Load Pull Sheets	records used to remove planned and manifested (preload or final) cargo/mail from the manifest and return to the port management level		destroy after 1 month. AUTH: N1-AFU-90-3
20	MILAIR Fleet Service Arrival/Departure Worksheet	fleet service checklists and related records		destroy after 3 months. AUTH: N1-AFU-90-3
21	MILAIR Fleet Service Equipment	records used to inventory expendable/nonexpendable equipment		
22	MILAIR Aircraft Ground Handling Worksheets	inbound/outbound advisory messages, load planning worksheets, manifests (other than originating) patient manifests, human remains messages, life or death urgency shipment messages, permit to proceed requests and permit to proceed messages, delay reports, load sequence breakdown records used to provide a continuous record of ground handling		
23	MILAIR Confirmation of Passenger Reservations or Air Overseas Travel		at base transportation offices	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
24	MILAIR Cargo and Passenger Scheduling	air cargo and troop backlogs		destroy after 6 months. AUTH: N1-AFU-90-3
25	MILAIR Equipment Status Reports	on hand/assigned vehicles materials handling equipment (MHE) and associated aerial port equipment		destroy after 1 year. AUTH: N1-AFU-90-3
26	MILAIR Unit	correspondence, messages and related		

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Capability Measurement System (UCMS) Reports	records		
27	MILAIR Phase II Data	records used to document load planning qualifications and currency		destroy when no longer needed. AUTH: N1- AFU-90-3
28	MILAIR Air Traffic Handling	biological/re-icing/refrigeration logs, terminating cargo/mail, manifest control logs, security cage logs and inventory, originating/terminating MACMICAP/VVIP control logs, and aerial port movement logs	a record of daily actions at air terminals	destroy after 3 months. AUTH: N1-AFU-90-3
29	MILAIR Frustrated Cargo Report	records used for cargo/mail that cannot be accepted or movement continued in the airlift system due to irregularity		destroy after 6 months. AUTH: N1-AFU-90-3
30	MILAIR Report of Shipment	records used to provide security to secret and firearms shipments in the Defense Transportation System		destroy after 3 months. AUTH: N1-AFU-90-3
31	MILAIR Tie-Down Equipment and Nuclear Shoring Kit Accountability	tie-down equipment check lists, C-130 and C-141 special equipment receipts and temporary issue receipts		
32	Special Assignment Missions - Revenue	special assignment revenue missions: aircraft flight itinerary logs, aircraft flight reports, maintenance, and related records		destroy after 1 year AUTH: N1-AFU-90-3
33	SAM Shippers Requests and HQ USAF Authorizations		created by AMC or provided AMC for reimbursement to Airlift Service Industrial Fund, and which act as supporting records for airlift services rendered	destroy 2 years after payment AUTH: N1- AFU-90-3
34	SAM AMC Operational Directive (MOD) or Airlift Flight Itinerary Log		created by AMC or provided AMC for reimbursement for Airlift Service Industrial Fund and which act as supporting records for airlift services rendered	destroy 2 years after payment AUTH: N1- AFU-90-3
35	LOGAIR Travel Orders and Travel Authorizations		at HQ AFMC, LOGAIR terminals, LOGAIR customer	destroy after 6 months AUTH: N1-AFU-90-3

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			stations, and contractor storage sites in processing LOGAIR special missions and pilot pickups, chartered airlift, etc.	
36	LOGAIR Traffic Summaries			destroy after 3 years AUTH: N1-AFU-90-3
37	LOGAIR Traffic Transfer Receipt			destroy after 1 year AUTH: N1-AFU-90-3
38	LOGAIR Cargo/Mail Detail Card		at AFMC and AMC bases as originating, intransit, and terminating files, and at other nonmechanized air terminals as terminating intransit files	destroy after 6 months AUTH: N1-AFU-90-3
39	LOGAIR Shipping Records and Shipping Tickets	includes general purpose punch cards used in lieu of a shipping record		destroy after 6 months AUTH: N1-AFU-90-3
40	LOGAIR Aircraft Incidents	reports and records of aircraft in an accident, missing status, or damaged by ground handling		destroy after 2 years AUTH: N1-AFU-90-3
41	LOGAIR Improper Shipments	over, short, damaged, and/or pilfered registers; certificates of lost shipments; reports of over/short shipments		destroy after 1 year AUTH: N1-AFU-90-3
42	LOGAIR Air Cargo Manifest Listings and Reports			destroy after 1 year AUTH: N1-AFU-90-3
43	LOGAIR Air Cargo Manifest Header Cards			destroy after 90 days AUTH: N1-AFU-90-3
44	LOGAIR Air Cargo Manifest Master Routing Cards			destroy when no longer needed AUTH: N1- AFU-90-3
45	LOGAIR Manifest Number Register			destroy when no longer needed AUTH: N1- AFU-90-3
46	LOGAIR Flight Data Record			destroy after 6 months AUTH: N1-AFU-90-3
47	LOGAIR Discrepancy Report Tracers			destroy after 6 months AUTH: N1-AFU-90-3
48	LOGAIR Control Logs			destroy after 6 months AUTH: N1-AFU-90-3

TABLE 24-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
49	LOGAIR Supervisors' Reports			destroy after 6 months AUTH: N1-AFU-90-3
50	LOGAIR Departure, Arrival, and Other Operational Messages and Reports			destroy after 6 months AUTH: N1-AFU-90-3
51	LOGAIR Reports of Damaged or Improper Shipments			destroy after 90 days AUTH: N1-AFU-90-3
52	LOGAIR Baggage Identification Tags	lower portion		destroy when purpose has been served AUTH: N1-AFU-90-3
53	LOGAIR Transportation of Explosives or Other Dangerous Articles	special handling data/certificates, and instructions for commanders or military or civilian aircraft		destroy when purpose has been served AUTH: N1-AFU-90-3
54	LOGAIR Air Cargo Routing Lists			destroy when purpose has been served AUTH: N1-AFU-90-3
55	LOGAIR Backlog Listings			destroy when purpose has been served AUTH: N1-AFU-90-3
56	LOGAIR Statistical Reports	report and background material, such as LOGAIR Personnel Property Statistical Report		destroy after 2 years AUTH: N1-AFU-90-3

TABLE 24-3**MOTOR VEHICLES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Vehicle Jacket - Historical	the historical portion (such as motor vehicle release files: records relating to transfer, sale, donation, or exchange of vehicle; Agency Record Copy of US Government Certificate of Release of Motor Vehicle (SF 97A))		destroy 4 years after vehicle leaves agency custody AUTH: GRS10,Item6
2	Vehicle Jacket - Temporary	the temporary portion (such as: maintenance records, including those relating to service and repair)		destroy 1 year after completion of service/maintenance or 1 year after expiration of the warranty period, whichever is later AUTH: GRS10,Item2b

TABLE 24-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Vehicle Histories - Central File	vehicle historical records maintained as a central file		transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner. AUTH: N1- AFU-90-3
4	COPARS Control and Verification	COPARS fund ledgers, sales slips, invoice verifications and related records		destroy after 3 months AUTH: N1-AFU-90-3
5	Vehicle Materiel Control	COPARS stock consumption records		destroy 1 year after completion. AUTH: N1-AFU-90-3
6	Vehicle TCTOs	time compliance technical orders (TCTOs), commercial technical bulletins, messages, letters, and one- time inspections on vehicles	maintained by maintenance control and analysis	destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal. Destroy all other documents 1 year after completion. AUTH: N1-AFU-90-3
7	VIMS - Monthly	Motor Vehicle Information System (VIMS) monthly motor vehicle operations and maintenance summary reports, maintenance man-hour summary reports, employee master list, and related correspondence		destroy after 1 year. AUTH: N1-AFU-90-3
8	VIMS - Quarterly	Motor Vehicle Information System (VIMS) quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new FY summaries and cards AUTH: N1-AFU-90-3
9	Panama Official Decals - Military Vehicles	vehicle decal records/register and related documents for registration of military vehicles in Panama		destroy after 5 years or when no longer needed for accountability. AUTH: N1-AFU-90-3
10	Motor Vehicle Operator Files	records relating to individual employee operation of Government- owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence; operator qualifications and record of licensing, examination and performance; request for driver training and addition to AF Form 2293 or Optional Form 346; reports of		destroy 3 years after separation of employees or 3 years after rescision of authorization to operate Government- owned vehicle, whichever is sooner AUTH: GRS10,Item7

TABLE 24-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		inquiry; search of National Driver Register		
11	Government Military Vehicle Operator Identification Card - Expired/Revoked/No Longer Used	cards that are permanently revoked or expired; cards related to individuals separated and civilians reassigned to duties not requiring vehicle operation		destroy AUTH: N1-AFU-90-3
12	Hired Motor Vehicle Reports			destroy 3 years after date of report AUTH: GRS10,Item4
13	Motor Vehicle Accident Case Files	reports of accidents; estimates of damage; reports of survey; statements of charges; cash collection vouchers; photographs; Operator's Report of Motor Vehicle Accident (SF 91); Investigation Report of Motor Vehicle Accident (SF 91A); Statement of Witness (SF 94); comparable records and related correspondence		destroy 6 years after case is closed AUTH: GRS10,Item5
14	Operator Inspection Guide and Trouble Report	operator checklist noting vehicle deficiencies		destroy 1 year after closeout AUTH: GRS10,Item2b
15	Vehicle Operations	operating records including those relating to gas and oil consumption, dispatching, and scheduling		destroy after 3 months AUTH: GRS10,Item2a
16	State Gasoline Tax Refunds	documents supporting claims for refund of aviation and motor fuel tax from the states of Arizona, Oregon, California, and Washington (for claims against the state of Montana, see note)		destroy 4 years after settlement of claim AUTH: N1-AFU-90-3
17	Requests for Motor Vehicle Service	Request for Motor Vehicle Service (AF Form 868), log of events, and related records (including records initiated as a result of exercises/deployments)		destroy after 2 years AUTH: GRS10,Item1
18	Motor Vehicle Cost Files	motor vehicle ledger and worksheets providing cost and expense data		destroy 3 years after discontinuance of ledger or date of worksheet AUTH: GRS10,Item3
19	Motor Vehicle Report Files	reports on motor vehicles (other than accident, operating, and maintenance reports), including Agency Report of Motor Vehicle Data (SF 82), Agency Report of Sedan Data (SF 82D)		destroy 3 years after date of report AUTH: GRS10,Item4
20	US Government National Credit		issued, recalled, and/or maintained by vehicle	destroy 6 months after final payment on all

TABLE 24-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Cards		operations or requisitioning agency	invoices covered by a specific card AUTH: N1-AFU-90-3
21	US Government National Credit Card Administration	credit card registers; copies of records certifying loss, investigation, destruction, turn-in, validation, and related records	maintained by VCOs/NCOs	destroy 1 year after close of fiscal year AUTH: N1-AFU-90-3

NOTE: Destroy State Gasoline Tax Refund claims against the state of Montana 5 years after settlement of claim.

TABLE 24-4**PACKAGING AND MATERIALS HANDLING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	technical and procurement data records	item identification and container markings and specification coordinating policy records(such as regulations, standards, and manuals(and related correspondence		destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner. AUTH: N1-AFU-90-3
2	Packaging Evaluation Projects	correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists and related supporting data (See Note)		destroy after 8 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	Mechanized Materials Handling Systems	correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis and related supporting data (See Note)		

NOTE: For records related to hazardous materials/environmental protection, use table 32-1, rule 17. For records related to foreign military sales (FMS) cases, use table 16-1, rule 7.

TABLE 24-5**CUSTOMS AND ENTRY REQUIREMENTS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)			
3	(RESERVED)(see note 2)			
4	(RESERVED)			
5	(RESERVED)(see note 3)			
6	(RESERVED)(see note 4)			
7	(RESERVED)(see note 5)			
8	(RESERVED)(see note 6)			
9	(RESERVED)(see note 7)			

NOTE(S):

1. For Personal Property Inspection and Clearance, use table 24-1, rule 10.
2. For Customs Clearance, use table 24-1, rule 10.
3. For Turkish Beyanname Customs (individual folders maintained for military and civilian personnel used to record all household goods, personal effects, and autos brought into or acquired in Turkey), use table 24-1, rule 10.
4. For Ammunition Certificates, use table 24-1, rule 11.
5. For Procuring Office Custom Entry Records, use table 24-1, rule 13.
6. For Declaration Certificates (covering individual's personal property) held by Customs Officers, SEA, use table 24-1, rule 10.
7. For Greek Customs (individual folders maintained for military and civilian personnel used to record household goods, personal effects, and autos brought into of acquired in Greece), use table 24-1, rule 10.

TABLE 24-6**PERSONNEL MOVEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			

TABLE 24-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			
7 thru 12	(RESERVED)			
13	(RESERVED)(see note 7)			
14	(RESERVED)			
15	(RESERVED)(see note 8)			
16	(RESERVED)(see note 8)			

NOTE(S):

1. For Troop Movement, use table 24-1, rules 2, 3, 4, 5, and 8, as appropriate.
2. For Movement Orders, use table 24-1, rules 2, 3, 4, 5, and 8, as appropriate.
3. For Transportation Requests and Meal Tickets, AMC Transportation Authorizations, use table 24-1, rules 2, 3, 4, 5, and 8, as appropriate.
4. For Reports of Issued Transportation Requests, use table 24-1, Rule 8.
5. For Traffic Coordination, use table 24-1, rule 2, 3, and 8, as appropriate.
6. For Dependent Travel, use table 24-1, rules 2, 3, 4, 5, and 8, as appropriate.
7. For Use of Special Conveyance for Passenger Travel, use table 24-1, rules 2, 3, 4, 5, and 8, as appropriate.
8. For Area Clearance for Overseas Theaters, use table 37-13, rule 1.
9. For Time Extensions of Travel and Transportation Entitlements, use table 24-1, rules 2, 3, 4, 5 and 8, as appropriate.

TABLE 24-7**MATERIEL MOVEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			

TABLE 24-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	(RESERVED)(see note 7)			
8	(RESERVED)(see note 8)			
9	(RESERVED)(see note 9)			
10	(RESERVED)			
11	(RESERVED)(see note 10)			
12	(RESERVED)(see note 11)			
13	(RESERVED)(see note 12)			
14	(RESERVED)(see note 13)			
15	(RESERVED)			
16	(RESERVED)(see note 14)			
17	(RESERVED)(see note 15)			
18	(RESERVED)(see note 16)			
19	(RESERVED)(see note 17)			
20	(RESERVED)(see note 18)			
21	(RESERVED)(see note 19)			
22	(RESERVED)(see note 20)			
23	(RESERVED)(see note 21)			
24	(RESERVED)(see note 22)			

NOTE(S):

1. For Signature and Tally Record, Report of Shipment (REPSHIP) Messages and Tracer Actions on Classified or Sensitive Material, use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
2. For Bills of Lading (outbound and inbound shipments not covered by rules 3 and 4), use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
3. For Bills of Lading (salvaged/rejected materiel for which charges have been assumed by consignee), use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
4. For Bills of Lading (inbound and pre-paid by shipper), use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
5. For Commercial Bills of Lading (CB/L), use table 24-1, rules 3, 4, 5, and 8, as appropriate.
6. For Ocean Terminal and Inland Linehaul Cargo Reports, use table 24-1, rule 8.
7. For GB/L Registers (and CB/L Registers), use table 24-1, rules 3 and 8, as appropriate.
8. For GB/L Registers for Household Goods, use table 24-1, rules 3 and 8, as appropriate.

9. For Applications for GB/Ls, use table 24-1, rules 4, 5, 8, and 9, as appropriate.
10. For Car Handling, use table 24-1, rule 3.
11. For Car Control and Processing, use table 24-1, rule 3.
12. For Weekly Carload Routing, use table 24-1, rule 3.
13. For Government Freight Warrants or Waybills, use table 24-1, rule 3 and 8, as appropriate.
14. For Storage-In-Transit, use table 24-1, rule 3.
15. For Routing Orders, use table 24-1, rule 3.
16. For Interchange Agreements, use table 24-1, rule 2.
17. For Highway Bridge Toll Ticket Control, use table 24-1, rule 3.
18. For Public File of GB/Ls, use table 24-1, rule 7.
19. For Transportation Unit Control Records, use table 24-1, rule 3.
20. For Appointment of Transportation Officers and Agents (at MAJCOMs and major subordinate commands), use table 24-1, rule 1.
21. For Appointment of Transportation Officers and Agents (at requesting activities), use table 24-1, rule 1.
22. For Department of Transportation Special Permits, use table 24-1, rule 2.

TABLE 24-8**WATER MOVEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			
7	(RESERVED)(see note 7)			
8	(RESERVED)(see note 8)			

NOTE(S):

1. For Vessels, use table 24-1, rule 3.
2. For Ocean Passenger Traffic, use table 24-1, rule 3.
3. For Ocean Passenger Traffic (manifest covering passengers loading or unloading at a port), use table 24-1, rule 3.
4. For Ocean Cargo Manifests (at ports of embarkation and activities that control and are directly responsible for ocean shipping), use table 24-1, rule 3.
5. For Ocean Cargo Manifests (at MAJCOMs and are used for advance planning, diversion, or control purposes), use table 24-1, rule 8.
6. For Harbor Craft (boat dispatch sheets not covered in table 24-8, rule 7), use table 24-1, rule 8.
7. For Harbor Craft (involved in misuse/abuse/accidents/unusual situations), use table 24-3, rule 13.
8. For Marine Master Operation and Maintenance Log, use table 24-1, rule 3.

TABLE 24-9**HIGHWAY TRAFFIC CONTROL AND SUPERVISION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			

NOTE(S):

1. For Permissible Motor Vehicle Operating Distance, use table 24-1, rule 2.
2. For Motor Vehicle Movement Over Public Highways (administrative records), use table 24-1, rule 2.
3. For Motor Vehicle Movement Over Public Highways (requests for waiver, applications for permits, and permits at issuing activities and are not related to claims, use table 24-1, rule 2.
4. For Motor Vehicle Movement Over Public Highways (requests for waiver, applications for permits, and permits at issuing activities and are related to claims), use table 51-4, rules 1 through 4.01, 16, 17, 21, and 22, as appropriate.
5. For Motor Vehicle Movement Over Public Highways (requests for waiver, applications for permits, and permits at other than issuing activities), use table 24-1, rules 2, 3, and 8, as appropriate.
6. For Traffic Reports, use table 24-1, rules 2, 3, and 8, as appropriate.

TABLE 24-10**MILITARY OVERSEAS AND DOMESTIC TRANSPORTATION REQUIREMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			

NOTE(S):

1. For Cargo Channel Airlift Requirements, use table 24-1, rule 8.
2. For Special Airlift Requirements via AMC, use table 24-1, rule 8.
3. For Passenger Channel Traffic Airlift Requirements, use table 24-1, rule 8.
4. For Sealift Cargo Requirements, use table 24-1, rule 8.
5. For MSTs utilization reports, use table 24-1, rule 8.
6. For Records in Rules 1 thru 5 (at Other Than HQ AFMC and HQ AMC), use table 24-1, rule 8.

TABLE 24-11**TRAFFIC MANAGEMENT DATA**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			

NOTE(S):

1. For Statistical Data on the Movement of Passengers, Personal Property and Cargo (at MAJCOMs and Below, except MAJCOM consolidated report), use table 24-1, rule 8.
2. For Statistical Data on the Movement of Passengers, Personal Property and Cargo (MAJCOM consolidated reports), use table 24-1, rule 3.
3. For Transportability, Transportation or Packaging Data in Support of Systems, Subsystems or Special Project Development, Acquisition and/or Test, use table 61-2, rules 1, 2, 5, 9, and 10, as appropriate.

TABLE 24-12**PERSONAL PROPERTY MOVEMENT AND STORAGE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
2.01	(RESERVED)(see note 3)			
3	(RESERVED)(see note 4)			
4	(RESERVED)(see note 5)			
4.01	(RESERVED)(see note 6)			
4.02	(RESERVED)(see note 7)			

TABLE 24-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	(RESERVED)(see note 8)			
6	(RESERVED)(see note 9)			
7	(RESERVED)(see note 10)			
8	(RESERVED)(see note 11)			
9	(RESERVED)(see note 12)			
10	(RESERVED)(see note 13)			
11	(RESERVED)(see note 14)			
11.01	(RESERVED)(see note 15)			
12	(RESERVED)(see note 16)			
13	(RESERVED)(see note 17)			
14	(RESERVED)(see note 18)			
15	(RESERVED)(see note 19)			
16	(RESERVED)(see note 20)			
17	(RESERVED)(see note 21)			

NOTE(S):

1. For Personal Property Shipment Records (Domestic), use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
2. For Personal Property Shipment Records (International), use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
3. For Personal Property Shipment Records (alphabetically arranged case files forwarded to a Joint Personal Property Shipping Office (JPPSO), Central Personal Property Shipping Office (CPPSO), or a Central Booking Office), use table 37-12, Rule 5.
4. For Do it Yourself Moving Program (public file), use table 24-1, rules 2, 3, and 8, as appropriate.
5. For Quality Control/Tonnage Distribution Records, use table 24-1, rules 3 and 8, as appropriate.
6. For Quality Control/Tonnage Distribution Records (Carrier Evaluation and Reporting System other than tonnage distribution rosters), use table 24-1, rules 3 and 8, as appropriate.
7. For Traffic Distribution Records, use table 24-1, Rules 3 and 8, as appropriate.
8. For Letters of Intent of Approved Carriers, use table 37-12, rule 5.
9. For Shipment of Privately Owned Vehicles, use table 24-1, rules 3, 4, 5, 8, and 9, as appropriate.
10. For NOTEMPS Case Files, use table 24-1, rule 7.
11. For NOTEMPS Transaction Edit Lists, use table 37-18, rules 4 and 5, as appropriate.
12. For NOTEMPS Invalid Card Identification Transaction Type Listings, use table 37-18, rules 4 and 5, as appropriate.
13. For NOTEMPS Master Rate File, use table 24-1, rule 8.
14. For NOTEMPS Master Record List and Expiration Date List, use table 24-1, rule 8.

15. For NOTEMPS Alpha Contractor List, Service Order List, Accounting Classification Summary, and Quarterly Conversion to Member's Expense List, use table 24-1, rule 8.
16. For NOTEMPS "As Required" Transaction Punch Cards, use table 37-18, rules 4 and 5, as appropriate.
17. For NOTEMPS Rate Transaction Punch Cards, use table 37-18, rule 4.
18. For NOTEMPS Consolidated Invoices/Annual Service Order Renewal Listings, use table 24-1, rules 3 and 8, as appropriate.
19. For NOTEMPS Contractor Facility Files, use table 24-1, rule 8.
20. For RCS: MTMC-20 Report and Quarterly Management Information List, use table 24-1, rule 7.
21. For Excess Cost Case Files, use table 24-1, rule 5.

TABLE 24-13**SPECIAL ASSIGNMENT MISSION (SAM)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			

NOTE(S):

1. For SAM Airlift Flight Itinerary Logs, use table 24-2, rule 32.
2. For SAM Aircraft Flight Reports, use table 24-2, rule 32.
3. For SAM Maintenance and Related Records, use table 24-2, rule 32.
4. For SAM Shippers Records Requesting SAM, use table 24-2, rule 33.
5. For HQ USAF Records Authorizing SAM, use table 24-2, rule 33.
6. For SAM AMC Operational Directive (MOD), or Airlift Flight Itinerary Log, use table 24-2, rule 34.

TABLE 24-14**LOGAIR AIRLIFT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			
4	(RESERVED)(see note 4)			

TABLE 24-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			
7	(RESERVED)(see note 7)			
8	(RESERVED)(see note 8)			
9	(RESERVED)(see note 9)			
10	(RESERVED)(see note 10)			
11	(RESERVED)(see note 11)			
12	(RESERVED)(see note 12)			
13	(RESERVED)			
14				
15	(RESERVED)(see note 13)			
16	(RESERVED)(see note 14)			
17	(RESERVED)(see note 15)			
18	(RESERVED)(see note 16)			
19	(RESERVED)(see note 17)			
20	(RESERVED)(see note 18)			
21	(RESERVED)(see note 19)			
22	(RESERVED)			
23	(RESERVED)			
24	(RESERVED)			
25	(RESERVED)(see note 20)			
26	(RESERVED)			
27	(RESERVED)(see note 21)			
28	(RESERVED)(see note 22)			
29	(RESERVED)(see note 23)			
30	(RESERVED)(see note 24)			

TABLE 24-14**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31	(RESERVED)(see note 25)			
32	(RESERVED)(see note 26)			

NOTE(S):

1. For LOGAIR Travel Orders, Travel Authorizations, use table 24-2, rule 35.
2. For LOGAIR Traffic Summaries, use table 24-2, rule 36.
3. For LOGAIR Traffic Transfer Receipt, use table 24-2, rule 37.
4. For LOGAIR Cargo/Mail Detail Card, use table 24-2, rule 38.
5. For LOGAIR Shipping Records, Shipping Tickets, use table 24-2, rule 39.
6. For LOGAIR Aircraft in an Accident, Missing Status or Damaged by Ground Handling, use table 24-2, rule 40.
7. For LOGAIR Over, Short, and Damaged and/or Pilfered Registers, use table 24-2, rule 41.
8. For LOGAIR Certificates of Lost Shipment, use table 24-2, rule 41.
9. For LOGAIR Reports of Over/Short Shipment, use table 24-2, rule 41.
10. For LOGAIR Air Cargo Manifest, use table 24-2, rule 42.
11. For LOGAIR Air Cargo Manifest Header Cards, use table 24-2, rule 43.
12. For LOGAIR Air Cargo Manifest Master Routing Cards, use table 24-2, rule 44.
13. For LOGAIR Manifest Number Registers, use table 24-2, rule 45.
14. For LOGAIR Flight Data Record, use table 24-2, rule 46.
15. For LOGAIR Discrepancy Report Tracers, use table 24-2, rule 47.
16. For LOGAIR Control Logs, use table 24-2, rule 48.
17. For LOGAIR Supervisors Reports, use table 24-2, rule 49.
18. For LOGAIR Departure, Arrival, and Other Operational Messages and Reports, use table 24-2, rule 50.
19. For LOGAIR Reports of Damaged or Improper Shipments, use table 24-2, rule 51.
20. For LOGAIR Pilfered Reports, use table 24-2, rule 51.
21. For LOGAIR Baggage Identification Tags, use table 24-2, rule 52.
22. For LOGAIR Transporting Explosives or Other Dangerous Articles by Aircraft, use table 24-2, rule 53.
23. For LOGAIR Air Cargo Routing Lists, use table 24-2, rule 54.
24. For LOGAIR Backlog Listings, use table 24-2, rule 55.
25. For LOGAIR Statistical Report, use table 24-2, rule 56.
26. For LOGAIR Personnel Property Statistical Report, use table 24-2, rule 56.

TABLE 24-15**VEHICLE OPERATIONS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)(see note 1)			(RESERVED)
2	(RESERVED)(see note 2)			
3	(RESERVED)(see note 3)			

TABLE 24-15**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	(RESERVED)(see note 4)			
5	(RESERVED)(see note 5)			
6	(RESERVED)(see note 6)			
7	(RESERVED)(see note 7)			
8	(RESERVED)(see note 8)			
9	(RESERVED)(see note 9)			
10	(RESERVED)(see note 10)			
11	(RESERVED)(see note 11)			
12	(RESERVED)(see note 12)			
13	(RESERVED)(see note 13)			
14	(RESERVED)(see note 14)			
15	(RESERVED)(see note 15)			
16	(RESERVED)(see note 16)			
17	(RESERVED)(see note 17)			
18	(RESERVED)(see note 18)			
19	(RESERVED)(see note 19)			
19.01	(RESERVED)(see note 20)			
20	(RESERVED)(see note 21)			
21	(RESERVED)(see note 22)			
22	(RESERVED)(see note 23)			
23	(RESERVED)(see note 24)			

NOTE(S):

1. For Drivers Qualification (active duty personnel), use table 36-12, rule 1.01.
2. For Drivers Qualification (separated military personnel (including AF Reserve and ANG personnel)), use table 36-12, rule 1.01.

3. For Drivers Qualification - Civilian, use table 24-3, rule 11.
4. For Drivers Qualification (operator qualifications and record of licensing, examination and performance, requests for driver training and addition to Standard Form 46, and reports of inquiry search - National Driver Register), use table 24-3, rule 11.
5. For Drivers Qualification (medical examination, accident histories, traffic citations and driver awards), use table 24-3, rule 11.
6. For Drivers Qualification (test results - source records), use table 24-3, rule 11.
7. For Drivers Qualification (test results - at unit of assignment), use table 24-3, rule 11.
8. For Government Military Vehicle Operator Identification Card, use table 24-3, rule 11.
9. For Government Military Vehicle Operator Identification Card (on individuals separated and civilians reassigned to duties not requiring vehicle operation), use table 24-3, rule 11.
10. For Leasing (hired motor vehicle reports), use table 24-3, rule 12.
11. For Motor Vehicle Accident Case Files, use table 24-3, rule 13.
12. For Operator Inspection Guide and Trouble Report Forms, use table 24-3, rule 14.
14. For Vehicle Operations records, use table 24-3, rule 15.
15. For State Gasoline Tax Refund Claims (for Arizona, Oregon, California, and Washington), use table 24-3, rule 16.
16. For State Gasoline Tax Refund Claims (for Montana), use table 24-3, rule 16.
17. For Vehicle Operations Officer Organizational File, use table 37-14, rule 10.
18. For VCO/NCO Documents, use table 37-14, rule 10.
19. For US Government National Credit Card (issued, recalled, and/or maintained by vehicle operations or requisitioning agency), use table 24-3, rule 20.
20. For US Government National Credit Card (maintained by VCO/NCO), use table 24-3, rule 21.
21. For US Government National Credit Card (registers, copies of records certifying loss, investigation, destruction, turn-in, validation, and related records), use table 24-3, rule 21.
22. For US Government National Credit Card (letters of certification/accountability), use table 37-15, rule 21.
23. For Transportation Request (AF Form 868 and related records), use table 24-3, rule 17.
24. For Transportation Request (initiated as a result of exercises/deployments), use table 24-3, rule 17.

31. Security. These tables cover records relating to general policies and procedures governing the enforcement of military discipline, motor vehicle traffic control, prisoner confinement and retraining, maintenance of standards of conduct, and management of the military working dog program.

TABLE 31-1**LAW ENFORCEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	complaints and incidents	reports of investigation, incident/complaint reports, and all records accumulated by security police pursuant to investigations of incidents and crimes	at security police	destroy after 3 years (See Note 6). AUTH: N1-AFU-90-3
1.01			copies at other activities	destroy when no longer needed. AUTH: N1-AFU-90-3
2		individual reference forms of individuals listed as suspects or subjects for any offense	at security police	destroy 3 years after close of year when last entry was made (See Note 2). AUTH: N1-AFU-90-3

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01		individual incident reference forms of individuals listed as witnesses, complainants or victims		destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment or transfer, whichever is sooner. AUTH: N1-AFU-90-3
3		(RESERVED)		(RESERVED)
4		security police activities reports and supporting documents	at security police	destroy after 2 years. AUTH: N1-AFU-90-3
5		serious crimes/incidents reports and/or related summaries not maintained with other series	at MAJCOM OPRs	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5.01			copies other than rule 5	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5.02		Criminal Justice Computer Terminal System (CJCTS) (formerly AFLETS) forms	at security police	destroy after 3 years, or when all entries on form are deleted from the NCIC computer, whichever is later. AUTH: N1-AFU-90-3
5.03		CJCTS computer entries		destroy (cancel) when entry is no longer valid. AUTH: N1-AFU-90-3
6	desk blotters	a chronological record of delinquencies, incidents, messages, etc		destroy 1 year after date of last entry. AUTH: N1-AFU-90-3
7			information copies	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	incident investigation cases	records accumulated by security police pursuant to investigations of incidents and crimes	at security police	destroy after 3 years. AUTH: N1-AFU-90-3
9		other agencies investigative reports		return to appropriate activity per table 31-6 AUTH: N1-AFU-90-3
10	absentee case files (see table 36-12)	data on absentees wanted by the Armed Forces, reports of return of absentees, records on escaped prisoners sentenced to discharge,		see rules 1, 2, 8, and 9. AUTH: N1-AFU-90-3

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		forms and/or requests for service records and allied papers, reports of apprehension of absentees, leads for apprehension		
11	security deviations			see table 31-10. AUTH: N1-AFU-88-8
12	(RESERVED)			(RESERVED)
12.01	property receipt records	AF Forms 52 for property found and not to be used as evidence		destroy 3 months after disposition of property. AUTH: N1-AFU-90-3
13		receipts and related correspondence for property of detained personnel, and property impounded, seized as evidence, or otherwise held by security police		destroy 3 years after disposition of property (See Note 1). AUTH: N1-AFU-90-3
13.01	driver records	information on motor vehicle accidents and violations used for point assessments, restriction, revocation or suspension, and other actions (including barring) affecting driving privileges		destroy 1 year after disposition of entries IAW AFI 31-204, or when individual or sponsor retires, or terminates employment, whichever is sooner (see note 3). AUTH: N1-AFU-90-3
14	traffic reports	reports of traffic accidents, incidents, and related tickets and violation notices		destroy after 2 years. AUTH: N1-AFU-90-3
14.01		tickets or violation notices	at security police	
14.02		voided violation notices		destroy 3 months after posting and forfeiture of collateral, or dismissal. AUTH: N1- AFU-90-3
15		reports of traffic studies, including those which reflect the volume of vehicular traffic entering or departing an installation or access road		destroy on preparation of new or amended report. AUTH: N1- AFU-90-3
16	security police patrol reports	special reports relating to activities or conditions	at security police	destroy after 1 year. AUTH: N1-AFU-90-3
16.01		physical security check records		destroy after 3 months. AUTH: N1-AFU-90-3
17	permits and registration records	records of property and permits issued, excluding private vehicle records		destroy 1 year after departure of owner on TDY or PCS. AUTH: N1-AFU-90-3
18	firearm authorization for employees	USAF employee firearm authorization, and related records	record copies	destroy 2 years after expiration or revocation. AUTH:

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19			individuals' copies	N1-AFU-90-3 destroy immediately on revocation or expiration date, whichever is sooner. AUTH: N1- AFU-90-3
20	project identification participation notice	forms from owner which identify property under Air Force Crime Prevention Program	at security police	destroy 1 year after owner has been reassigned or separates. AUTH: N1-AFU-90-3
21	entry control records	registers of personnel, motor vehicles or other property moving into or from restricted or controlled areas		destroy after 3 months. AUTH: N1-AFU-90-3
22	barred personnel	records pertaining to persons prohibited from entering US military installations for cause; i.e., those who are security-loyalty risks, who possess undesirable traits of character or whose conduct is prejudicial to good order and discipline	for active installations	destroy 3 years after removal from the barred list. AUTH: N1-AFU-90-3
23			for inactivated installations	destroy after 3 years. AUTH: N1-AFU-90-3
24	Armed Forces Disciplinary Control Board	reports of board proceedings, recommendations to the board, supporting records		destroy after 5 years. AUTH: N1-AFU-90-3
25		charter or directive creating board		destroy 5 years after board is dissolved. AUTH: N1-AFU-90-3
26		records related to off-limit actions		destroy 5 years after off-limits action is voided. AUTH: N1- AFU-90-3
27		board member files		see table 38-5. AUTH: N1-AFU-90-3
28	military working dog (MWD) training	training and utilization performance records such as narcotics/explosives detectors, and MWD team certifications for control of training and use as legal evidence of a dog's team reliability		destroy after death or retirement of dog. AUTH: N1-AFU-90-3
28.01		training and utilization performance records for narcotics/explosives detection needed in possible legal proceedings after death or retirement of dog		destroy 1 year after death or retirement of dog, or when no longer needed, whichever is later. AUTH: N1- AFU-88-8
28.02	MWD health and service	immunization, clinical health certificates, X-rays, veterinary		destroy when no longer needed (See Note 4).

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by AFI 48-131		AUTH: N1-AFU-88-8
29	MWD program status reports	statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections	at HQ AFSPA	destroy after 2 years. AUTH: N1-AFU-90-3
29.01			at MAJCOMs and units	destroy after 1 year. AUTH: N1-AFU-90-3
30	credentials	investigator credentials	at security police	see table 36-2. AUTH: N1-AFU-90-3
31	identification card control logs			
32	identification card applications			
33	provisional passes			
34	receipts for identification credentials			
35	restricted area badges			
36	inspection reports	findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc. to determine an activity's capabilities to protect government property, take corrective action and for use in self- inspections	at activities performing inspection	destroy 2 years after all follow-up action is completed. AUTH: N1-AFU-90-3
36.01			at inspected activities	destroy after next inspection/ test or upon correction of all deficiencies, whichever is later. AUTH: N1- AFU-90-3
37	firearm or war trophy confiscation		at security police	destroy 3 years after final disposition of property. AUTH: N1- AFU-90-3
38	resource protection plan (see table 31-8)	procedures for normal and emergency protection of nonpriority resources	master plans	destroy 1 year after superseded by new plan. AUTH: N1-AFU- 90-3
39			other than master plans	destroy when superseded. AUTH: N1-AFU-90-3
39.01	resources protection	resource authorization letters,		destroy when

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	records	inspection reports, plans, prescribing directives, waivers, alarm check forms, work order requests, and other related records		superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-88-8
40	security container check record	records used on containers/vaults for storing funds	at central depositories	destroy after 3 months. AUTH: N1-AFU-90-3
41			outside of central depositories	destroy after superseding records are prepared. AUTH: N1- AFU-90-3
42	firearm/ammunition inventory records	forms/records used in conducting daily inventories		destroy after 3 months. AUTH: N1-AFU-90-3
43	field interviews	data gathered about the presence of persons or circumstances in law enforcement patrol areas		
44	alarm systems	test records for intrusion detection alarm systems	at security police	destroy when a new form is prepared or when no longer needed, whichever is later. AUTH: N1-AFU-90-38
44.01		log of openings and closing of alarmed facilities		destroy after 3 months, or when no longer needed, whichever is later. AUTH: N1- AFU-90-38
45	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments (See Note 5)		destroy 1 year after destruction of the controlled substance. AUTH: N1-AFU-88-8
46	pick up/restriction orders	identification and physical description of individual and reason for order being issued	record copies filed with the incident/complaint files	see rule 1. AUTH: N1- AFU-90-3
47			copies at security police within issuing and at other installations	destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate. AUTH: N1-AFU-90-3
48	security police competitions	plans, schedules, rules, correspondence and related records	at host MAJCOMs	destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
49			at other MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. File records used in board proceedings and claims with the records to which they pertain.
2. Retain in current files area and transfer to the gaining installation on transfer of individual or sponsor.
3. Transfer records to gaining installation (or designated unit) of person(s), employee, or sponsor. Destroy records on local retirees when they no longer serve law enforcement or legal purposes. For overseas activities, destroy records upon reassignment of individual/sponsor to CONUS for discharge action. However, do not destroy records when person(s) are on terminal leave status until after the effective discharge date.
4. Units will forward records on death or retirement of dog to the Central Repository, DOD Military Working Dog Veterinary Service, 1219 Knight Street, Lackland AFB TX 78236-5631.
5. Maintain a separate shipment file for each controlled substance shipment in active status.
6. Incident/complaint reports that are used as source records for CJCTS are disposed with applicable CJCTS records, or after 3 years, whichever is later.

TABLE 31-2

CORRECTION RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	inmate correctional records	confinement orders, inmate release orders, inmate's personal history, mail and correspondence record, medical examiner's report, request and receipt for health and comfort supplies, report of or recommendation for disciplinary action, inspection record for inmate in segregation, request for interview, inmate evaluation record, individual inmate utilization records	records for inmates released from local confinement	destroy 4 years after release of prisoner from confinement. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	correction officer's records	inmate's personal deposit fund records, and related records used as the basis on which a civil claim, criminal action or military disciplinary action has been initiated in connection with an entry or omission of an entry		destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in rule 4 has elapsed. AUTH: N1-AFU-90-3
4		other than those in rule 3		destroy after 4 years. AUTH: N1-AFU-90-3
5		disciplinary records		destroy 4 years after date of last entry. AUTH: N1-AFU-90-3
6		correction facility blotters and visitor's registers		destroy 1 year after date of last entry. AUTH: N1-AFU-90-3
7	inmate reports and rosters	roster, reports of escaped and returned from escape prisoners	at correctional facilities	destroy after 1 year. AUTH: N1-AFU-90-3
8		daily strength records	originals	destroy 8 years after date of last entry. AUTH: N1-AFU-90-3

TABLE 31-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			other than originals	destroy when no longer needed. AUTH: N1- AFU-90-3
9.01		Annual Confinement Report	at HQ AFSPA	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9.02			at MAJCOMs and correctional facilities	destroy after 1 year. AUTH: N1-AFU-90-3
10	inmate classification records	classification material on each individual inmate	paper or microfilm copies in research collection No. 1 at AFSPA/SPC	destroy after 20 years (See Notes 1 and 2). AUTH: N1-AFU-90-3
11			paper copies or microfilm service prints in reference collection No. 2	destroy after 1 year. AUTH: N1-AFU-90-3
12	retrainees achievement test records	answer sheets of achievement test administered to retrainees		
13	correctional custody case files	medical examiner's report, disciplinary punishment letter, weekly evaluation sheet of airman's attitude and performance; airman's personal history, and related documents accumulated as a result of nonjudicial action under Article 15, UCMJ		destroy 3 months after end of month in which correctional custody terminated. AUTH: N1-AFU-90-3

NOTE(S):

1. If microfilmed, destroy paper records after microfilm has been inspected and found acceptable.
2. Retire original camera master silver negative to the WNRC, 6 months after microfilm has been accepted, for destruction after 20 years.

TABLE 31-3

PRIVATE VEHICLE REGISTRATION AND SALE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	private vehicle registrations, financial responsibility and ownership	certificates of compliance-private vehicle registration forms		destroy after departure of registrant on PCS or termination of individual vehicle registration or re- registration of vehicles. AUTH: N1-AFU-90-3
2		registration identification label (See Note)		registrant will destroy on termination or expiration of registration or when replaced by current label. AUTH: N1- AFU-90-3
3		record copies of military registration and certificate of title of motor vehicle forms		destroy 1 year after termination of registration, sale, transfer of ownership, shipment of vehicle to USA or other country, unless retention is required by joint service and/or host country agreement or arrangement-in which case, destruction will follow any records extension. Send to gaining installation on intra-theater transfers (see rule 4). AUTH: N1-AFU-90-3
4		temporary registration records		destroy 1 month after the expiration date. AUTH: N1-AFU-91-42
5	private motor vehicle sales transaction	applications from military and civilian personnel for purchase or sale of privately owned motor vehicles	at overseas locations	destroy 1 year after individual completes overseas tour. AUTH: N1-AFU-90-3

NOTE: See table 36-2 for disposition of accountability forms such as AF Form 213, logs, registers, etc., used to issue sub-blocks of installation private vehicle registration identification decals to official vehicle registration agents.

TABLE 31-4

INFORMATION SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	original classification authority	master listing by title and organization of officials designated to exercise this authority	at HQ AFSPA	destroy after 5 years (See Note 1). AUTH: N1-AFU-88-37
2			at MAJCOM, FOA or DRU	destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
3		requests to add or delete officials to or from the master listing		destroy after 1 year. AUTH: N1-AFU-88-37
4		listing by incumbent's name and date trained of officials designated to exercise original classification authority	at HQ AFSPA	destroy after 5 years (note 1). AUTH: N1- AFU-88-37
5			at other levels	destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
6		listing by incumbent's name and date trained of officials designated to exercise original classification authority in the absence of the primary official	at MAJCOM, FOA or DRU	
7	classification evaluation	challenges to classification and requests for mandatory review		destroy after 1 year. AUTH: N1-AFU-88-37
8	security control records	key issue logs		destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. AUTH: N1- AFU-88-37
9		forms used for identifying persons responsible for storage facilities or containers, recording the opening, closing and checking of security type equipment, and results of room or area security inspection		destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
10	authority to escort or handcarry classified material			destroy after 2 years. AUTH: GRS 18, Item 1
11	handcarrying classified material briefing statement	AF Form 1287		destroy 2 years after individual departs unit. AUTH: GRS 18, Item 1

TABLE 31-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	emergency planning	plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action		destroy when superseded or no longer needed. AUTH: N1-AFU-88-37
13	security incidents	findings by an official in determining if a compromise, possible compromise, inadvertent access or security deviation has occurred involving classified information	for NATO security incidents	destroy after 3 years (note 1). AUTH: N1-AFU-88-37
14			for other security incidents	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
15	access control records	forms used to certify access to Restricted Data information in possession of DOE or federal agencies other than NASA, access lists, authority to open or close alarmed areas, and similar types of records		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-37
16		nongovernment historical researcher certification not to disclose classified information	access granting authority office	retain pending disposition approval. AUTH: N1-AFU-88-37
17	Top Secret control	Top Secret registers, its attached receipts and destruction certificates		destroy 5 years after all register page entries have been made inactive (note 1). AUTH: N1-AFU-88-37
18		access records and cover sheet reflecting persons who have access to a particular Top Secret document or to whom the information has been disclosed		destroy 2 years after related Top Secret material is destroyed, transferred, downgraded, declassified, or retired. AUTH: N1-AFU-88-37
19		Top Secret inventories		destroy after 1 year. AUTH: N1-AFU-88-37
20	record suspense and destruction certificate file for secret material	suspense records for classified material requiring a receipt	on-loan suspenses	destroy after 2 years or give to the borrower, whichever is applicable (note 1). AUTH: N1-AFU-88-37
21			normal suspenses	destroy upon return of signed receipt. AUTH: N1-AFU-88-37
22		receipt for classified material, or destruction certificates	inactive records	destroy after 2 years (note 1). AUTH: N1-

TABLE 31-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-88-37
23	(RESERVED)			(RESERVED)
24	security classification guides	record copy of published editions and changes; forms reflecting approvals, revisions, reissuances, reviews or cancellations; and other related records	at the issuing activity or office of primary responsibility	destroy after 10 years (note 2). AUTH: N1-AFU-88-37
25		information copies		destroy when superseded, obsolete or no longer needed (note 3). AUTH: N1-AFU-88-37
26	security termination statements	statements completed when terminating access to special program material	at unit of assignment	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
27			at 497 IG/INS because person refused to acknowledge debriefing	destroy with individual's adjudication file (note 4). AUTH: N1-AFU-88-37
28		statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more	in the Unit Personnel Records Group (UPRG)	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
29			at unit of assignment for civilian personnel	
30			at 497 IG/INS because person refused to acknowledge debriefing	
31	NATO or International Pact Organization (IPO) control records	destruction certificates, receipts, registers, and disclosure records at the destroying subregistry	for COSMIC, COSMIC Top Secret ATOMAL or other IPO Top Secret material	destroy 10 years after the material has been destroyed or transferred to another registry or subregistry (note 1). AUTH: N1-AFU-88-37
32			for NATO Secret, NATO Secret ATOMAL, NATO Confidential ATOMAL, or IPO Secret or Confidential material	destroy 2 years after the material has been destroyed or transferred to another registry or subregistry (note 1). AUTH: N1-AFU-88-37
33		registers and receipts at control points	for COSMIC,	destroy 5 years after

TABLE 31-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, NATO Confidential ATOMAL	record has been destroyed or returned to the servicing subregistry (note 1). AUTH: N1-AFU-88-37
34		logs, receipts, and destruction records for NATO Secret material	at control points or user agencies	destroy 2 years after the material has been destroyed or transferred out of the activity (note 1). AUTH: N1-AFU- 88-37
35		Central United States Registry (CUSR) approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry		destroy 1 year after disestablishment of subregistry or control point. AUTH: N1- AFU-88-37
36		individual record receipts in the active accountability file		destroy when the records described on the receipt are being destroyed and have been listed on certificate of destruction. AUTH: N1-AFU-88-37
37		forms used to formally record authorizations for access to NATO or IPO classified material		destroy upon termination of access. AUTH: N1-AFU-88-37
38	special access program	authorization to establish program, reports, reviews and other related records	at HQ AFSPA and program offices of primary responsibility	destroy 2 years after the program is terminated (note 1). AUTH: N1- AFU-88-37
39			copies at other offices	destroy after 1 year. AUTH: N1-AFU-88-37
40		program plans and security instructions	at program office of primary responsibility	destroy 2 years after the program is terminated (note 1). AUTH: N1- AFU-88-37
41			copies at other offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-37
42		forms used to formally record authorization for access to special program material		destroy upon termination of access AUTH: N1-AFU-88-37
43	waivers or exceptions	authority to deviate or not comply with program requirements	approved	destroy upon expiration date or when no longer needed. AUTH: N1-

TABLE 31-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-88-37
44			disapproved	destroy upon return of requested action. AUTH: N1-AFU-88-37
45	surveys, inspections and programs reviews	requests for open, unattended storage of classified material; establishment of pneumatic tube systems; or authority for central destruction facilities	approved	destroy when obsolete or no longer needed. AUTH: N1-AFU-88-37
46			disapproved	destroy upon return of requested action. AUTH: N1-AFU-88-37
47		security inspections		destroy after 1 year. AUTH: N1-AFU-88-37
48		information security program reviews		destroy after 1 year, or upon completion of next comparable visit, whichever is later. AUTH: N1-AFU-88-37
49		CUSR inspections of AF subregistries and control points		
50	information security reports	Agency Information Security Program Data Report	at HQ AFSPA	destroy when no longer needed. AUTH: N1- AFU-88-37
51			at other levels	destroy after 1 year. AUTH: N1-AFU-88-37
52	code words and nicknames	forms used to account for the assignment or cancellation of code words and nicknames		destroy 2 years after codewords or nicknames are cancelled (note 1). AUTH: N1-AFU-88-37
53	scientific and technical meetings	security sponsorship, including requests for authorizations and notifications of meetings.		destroy after 1 year. AUTH: N1-AFU-88-37

NOTE(S):

1. Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
2. Retire after the system, program, or project is terminated or phased out of the inventory.
3. Identify if necessary general reference publications and technical/specialized reference materials for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.
4. Table 31-5 covers the disposition of individual adjudication files.

TABLE 31-5

CENSORSHIP

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	censorship submission sheet	records to prevent transmission of information that might be useful to an enemy, and to disseminate information that might assist the US and its Allies	secondary censorship station copy	destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of. AUTH: N1-AFU-90-3
2		other than rule 1		destroy when no longer needed as intelligence source material or reports of censorship violations. AUTH: N1- AFU-90-3
3	censorship action slip	slips without extraction		destroy after 6 months. AUTH: N1-AFU-90-3
4		slips with extraction		destroy 6 months after extractions have been disposed of. AUTH: N1-AFU-90-3
5	register of censorship stamp holders			destroy when superseded. AUTH: N1-AFU-90-3
6	censorship stamp accountability certificate			destroy 1 year after assumption of accountability by a new custodian. AUTH: N1- AFU-90-3
7	travelers censorship certificate			destroy when the article to which affixed has been opened. AUTH: N1-AFU-90-3
8	travelers censorship extraction record			destroy 1 year after items listed have been disposed of. AUTH: N1-AFU-90-3
9	censorship valuables log			destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 31-6

PERSONNEL INVESTIGATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reports of investigations	reports prepared outside AF	furnished AF commanders	returned to the AFOSI district or AFOSI activity from which received when no longer needed. AUTH: N1-AFU-90-3
2	personnel security investigations	nonderogatory reports of personnel security investigations conducted by DIS		destroy after review and completion of clearance or after recording the investigative data when clearance action is required. AUTH: N1- AFU-90-3
2.01		reports conducted for local service contractors who require only unescorted entry into restricted areas		destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner. AUTH: N1- AFU-90-3
3		derogatory reports of personnel security investigations conducted by DIS		dispose of as prescribed by AFR 40-732 or AFI 31-501, as applicable. AUTH: N1-AFU-90-3
4		nonderogatory investigative files received from the Office of Personnel Management (OPM)		destroy after the results have been recorded as required by AFI 31- 501. AUTH: N1-AFU- 90-3
5		derogatory reports received from OPM	at Air Force Security Clearance Agency (AFSCA)	destroy on ultimate disposition of the case, employee's separation from the AF or transfer to another federal agency. AUTH: N1- AFU-90-3
6	criminal investigations	reports furnished commanders other than those in rule 7		dispose of as provided in AFR 40-732 or AFI 31-501, as applicable, or destroy on ultimate disposition of the case if action is not taken under these regulations. AUTH: N1-AFU-90-3

TABLE 31-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7		reports furnished commanders, consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters		dispose of according to disposition instructions of the legal actions involved. AUTH: N1-AFU-90-3
8	counterintelligence investigations			dispose of as provided in AFR 40-732 or AFI 31-501, as applicable, when action is taken under these regulations. AUTH: N1-AFU-90-3
9	loss or compromise of classified matter	action copies of investigations incorporated with reports sent to commanders		destroy 2 years after date of last action taken by final reviewing authority. AUTH: N1-AFU-90-3
10		other copies of investigations forwarded with reports described in rule 9		destroy 1 year after date of last action taken, provided such copies have not been utilized in processing cases under AFR 40-732 or AFI 31-501. AUTH: N1-AFU-90-3
11	violations of security directives	reports pertaining to safeguarding of classified information that do not involve a subjection to compromise consideration		destroy 1 year after last action taken. AUTH: N1-AFU-90-3
12	incidents or persons not under the control of the Air Force	reports sent to commanders other than those in rule 13		destroy on disposition of the case. AUTH: N1-AFU-90-3
13		reports sent to commanders, which are retained in intelligence files		dispose of according to disposition instructions of the intelligence files. AUTH: N1-AFU-90-3
14	security case files	complete case files	at AFSCA	see table 31-8. AUTH: N1-AFU-90-3
15		duplicate case files other than those in rule 14		
16		record of action taken on cases adjudicated under AFI 31-501 and AFR 40-732; transcripts of proceedings, with exhibits; and memoranda, with official instruments reflecting final decisions	at AFSCA	
16.01	security case history record card	index cards giving summary of security cases		

TABLE 31-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
17	unknown subjects investigations	reports of investigations, wherein names of subjects are unknown, conducted by AFOSI and forwarded to commanders for review and action		destroy after appropriate administrative action, such as Report of Survey, Damage Property Report, etc., is completed or when a determination is made that no other action is contemplated. AUTH: N1-AFU-90-3
18	presidential support nominations	investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such record at elements in the nomination process	forwarded with recommendations for selection of the nominee	destroy upon receipt of notification of selection from AFSCA. AUTH: N1-AFU-90-3
19			nonselected by a nominating element without forwarding the nomination to AFSCA	hold until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and hold the remaining part of the nomination file for 1 year, then destroy. AUTH: N1-AFU-90-3
20			nonselected by AFSCA or higher review level	
21	presidential support assignment	letters of notification of selection for assignment to presidential support duties	at MAJCOMs, base Chiefs, Security Police and units of assignment	destroy upon notification of termination of duties or assignment. AUTH: N1-AFU-90-3
22			at AFSCA	destroy after 5 years or upon reassignment, whichever is later. AUTH: N1-AFU-90-3
23		quarterly roster of personnel assigned to presidential support duties	at AFSCA, MAJCOMs, base Chiefs, Security Police, and units of assignment	destroy when superseded. AUTH: N1-AFU-90-3

TABLE 31-7

INDUSTRIAL SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	facility security clearance (FCL)	initial requests for FCL by contractor, justification for retention of clearance or termination of FCL, and related records	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL. AUTH: N1-AFU-88-38
2	security agreements	Security Agreement (DD Form 441), Appendage to DOD Security Agreement (DD Form 441-1), Facility Security Clearance Survey (DD Form 374), Letter of Notification of Facility Clearance (DIS FL 381-R), and related records		
3	inspection reports	Industrial Security Inspection Report (DD Form 696), letters of requirement, reports of contractor corrective actions, facility visit reports, and related records		destroy after 2 years, when unresolved deficiencies are corrected, or when adverse trend in contractor management attitude is corrected, whichever is later. AUTH: N1-AFU-88-38
4	security violations	reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur	at security police unit providing security oversight of contractor and higher command levels	destroy after 2 years. AUTH: N1-AFU-88-38
5		reports wherein loss, compromise, or suspected compromise of classified ion did occur information did occur		destroy after 7 years if contractor facility remains active, 2 years after facility security clearance (FCL) is terminated, or upon inactivation of facility. AUTH: N1-AFU-88-38
6	visit requests	copies of requests to visit contractor facility located on Air Force installation.	at security police unit providing security oversight of contractor	destroy after completion of visit. AUTH: N1-AFU-88-38
7	special access files	special access files, carveout contracts, special security requirements records, and copies of consultant agreements		destroy 6 months after contract or agreement is terminated. AUTH: N1-AFU-88-38
8	special visitor agreements	long-term visitor agreements		destroy 3 months after expiration of agreement or completion of visit. AUTH: N1-AFU-88-38

TABLE 31-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	Critical Nuclear Weapons Design Information (CNWDI)	authorizations for access and briefing records for access to CNWDI		destroy 6 months after notification that access is no longer required, or when superseded. AUTH: N1-AFU-88-38
10	classification specification	Contract Security Classification Specification (DD Form 254), and related records pertaining to classification, downgrading, declassification, and disposition	at security police unit providing security oversight of contractor and higher command levels	destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed. AUTH: N1-AFU-88-38
11	standard practice procedures (SPP)	classified information security procedures followed by the contractor	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL, or when superseded. AUTH: N1-AFU-88-38
12	industrial defense surveys	classified information security procedures followed by the contractor	at security police unit providing security oversight of contractor	see table 63-3. AUTH: N1-AFU-88-38

TABLE 31-8

PERSONNEL SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel security clearance and access	records of personnel security investigation and clearance	at base security police	destroy 2 years after individual has been separated from active duty or has terminated civilian employment. AUTH: N1-AFU-90-3
2			in the Unit Personnel Record Group (UPRG)	see table 36-12, rule 1.1. AUTH: N1-AFU-90-3
3		emergency or special access certificates or documents and related correspondence	at units of assignments or issuing authorities	destroy upon termination of access. AUTH: N1-AFU-90-3
4			in a special security file	see rules 23 through 25. AUTH: N1-AFU-90-3

TABLE 31-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		limited access authorizations and related correspondence	at units of assignment or base security police	return to issuing authority when access authorization is withdrawn or expires. AUTH: N1-AFU-90-3
6			at issuing authorities	destroy 2 years after limited access is terminated. AUTH: N1-AFU-90-3
7	personnel security investigation requests	unit requests for investigation, clearance or unescorted entry		destroy when no longer needed. AUTH: N1- AFU-90-3
8		request to DIS for an investigation, verification of prior investigation and tracers		destroy upon receipt of investigation report or response to query. AUTH: N1-AFU-90-3
9	duty and travel restriction	records requesting, denying, approving and verifying duty and travel restrictions	at base security police or CCPO and issuing authorities	destroy upon termination of restriction. AUTH: N1-AFU-90-3
10			in the UPRG	destroy after annotating DD Form 214 per AFI 31-501, or upon termination of restriction. AUTH: N1-AFU-90-3
11	personnel security questionnaires	completed personal history statements, personnel security questionnaires, or comparable forms		see table 36-12, rule 1.1. AUTH: N1-AFU- 90-3
12			at base security police, units of assignment, MPF, CCPF	destroy when employment is terminated. AUTH: N1-AFU-90-3
13	security termination statements			see table 31-4. AUTH: N1-AFU-90-3
14	Classified Information Nondisclosure Agreements (NdAs)		for military personnel	see table 36-12, rule 1. AUTH: N1-AFU-90-3
15			for civilian personnel (in OPF)	see table 36-26, rule 8. AUTH: GRS18,ITEM25
15.01			for civilian personnel (not in OPF)	destroy after 50 years (note). AUTH: GRS18,ITEM25
16	civilian security documents	security termination statements	completed upon termination of	see table 31-4. AUTH: N1-AFU-90-3

TABLE 31-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
17			employment completed upon termination of special access	
18		duty and travel restriction correspondence		see rule 9. AUTH: N1- AFU-90-3
19		clearance certificates or records of completed investigations		see rule 1. AUTH: N1- AFU-90-3
20		access certificates or related correspondence		see rules 3 through 6. AUTH: N1-AFU-90-3
21		personal history statements or similar forms		see rule 12. AUTH: N1-AFU-90-3
22		any record not covered in rules 16 through 21		destroy when the record is no longer needed or upon termination of employment AUTH: N1-AFU-90-3
23	special security files (SSF)	unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until decision to close file favorably/ unfavorably	destroy after favorable decision by local commander, or send to AFSCA if not closed favorably. AUTH: N1- AFU-90-3
24		(RESERVED)		(RESERVED)
25		unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until final decision is received from 497 IG/INS	destroy upon receipt of final decision from 497 IG/INS. AUTH: N1- AFU-90-3
26	special security case files	complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFI 31-501 and AFI 36-702	at 497 IG/INS, if not closed favorably	destroy 20 years after final decision. AUTH: N1-AFU-90-3
26.01			at 497 IG/INS, if closed favorably	destroy 1 year after final decision. AUTH: N1-AFU-90-3
27		duplicate case files	at local bases until final decision is made	destroy after final decision is received from 497 IG/INS. AUTH: N1-AFU-90-3
28	security case history records	index card giving summary of security cases	at 497 IG/INS	destroy 20 years after final decision or when no longer needed, whichever is later.

TABLE 31-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
29	foreign travel	personal foreign travel reports from personnel with security clearances, and related records	at security manager	AUTH: N1-AFU-90-3 destroy after 5 years. AUTH: N1-AFU-89-25

NOTE: NdAs are maintained in a separate file if unable to include them in individual official personnel folders (OPFs).

TABLE 31-9**DEFENSE COURIER SERVICE (DCS)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	receipt to sender	Receipt to Sender (DCS Form 1)	at DCS stations and agencies	destroy after 2 years. AUTH: N1-AFU-91-3
2	authorization record	Authorization Record (DCS Form 10)	at DCS stations	
3			at agencies	destroy when superseded. AUTH: N1-AFU-91-3
4	transfer form	DCS Transfer Form (DCS Form 32)	at DCS stations and agencies	destroy after 2 years. AUTH: N1-AFU-91-3
5	credentials	Courier Credential (DCS Form 9)	at HQ DCS and DCS stations	destroy at expiration or courier transfer from DCS. AUTH: N1-AFU-91-3
6	DCS routes	scheduled itineraries for the transportation of material	at DCS stations and agencies	destroy when superseded. AUTH: N1-AFU-91-3
7	administrative and operational	data in computer in the Defense Courier Automated Management System (DCAMS)	at HQ DCS and DCS stations	destroy (delete) when entry is no longer valid. AUTH: N1-AFU-91-3
8		data on computer tape in DCAMS	at HQ DCS	destroy when no longer needed. AUTH: N1-AFU-91-3
9		DCAMS data printouts (administrative records)	at HQ DCS and DCS stations	
10		DCAMS data printouts (operational records)	at HQ DCS	destroy when no longer needed. AUTH: N1-AFU-91-3
11	account identification and service information	DCS Worldwide Master Account (WWMA) Data (DCS Form 25)	at HQ DCS and DCS stations	destroy after 3 months. AUTH: N1-AFU-91-3

TABLE 31-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12		data in the WWMA Database	at HQ DCS	destroy (delete) when entry is no longer valid. AUTH: N1-AFU-91-3
13		WWMA data printouts (account identification)	at HQ DCS and DCS stations	destroy after 2 years. AUTH: N1-AFU-91-3
14		WWMA data printouts (service information)	at DCS stations	

TABLE 31-10

PHYSICAL SECURITY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	physical security operations evaluations	test, survey, and inspection reports		destroy 1 year after action completed or after next inspection, whichever is later. AUTH: N1-AFU-90-3
1.01	security systems	intrusion detection system plans, proposals, and authorizations	at security police and operating activities (See Note 1)	destroy 1 year after system is removed from facility. AUTH: N1- AFU-90-3
1.02		contracts, work orders, drawings, specifications		destroy 1 year after system is removed from facility, when obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	security system performance data	reports on intrusion detection alarm system performance	at MAJCOMs	retire as permanent (See Note 2). AUTH: NC-174-159
3			below MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
4	records of visitors	requests for visits to restricted areas		destroy 3 months after completion of the visit(s). AUTH: N1- AFU-90-3
5		authorization for contractors to visit in connection with classified matters		destroy 1 month after termination of authorization. AUTH: N1-AFU-90-3
6	installation security plan	master plan		destroy 1 year after being superseded. AUTH: N1-AFU-90-3

TABLE 31-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7		other than master plan		destroy when superseded. AUTH: N1-AFU-90-3
8	application for aerial photographic license	records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information		destroy after 3 months. AUTH: N1-AFU-90-3
9		resulting in unfavorable information		destroy after 2 years. AUTH: N1-AFU-90-3
10	restricted area identification credentials			see table 36-2. AUTH: N1-AFU-90-3
11	security deviations	deviations from criteria contained in AFI 31-series directives and related records	approved	destroy 1 month after expiration date, when reason for deviation no longer exists, or on cancellation of deviation, whichever is sooner. AUTH: N1- AFU-90-3
12			disapproved	destroy 1 month after final action of approving authority. AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14	identification codes	sign/countersign and duress lists		destroy when superseded or compromised. AUTH: N1-AFU-90-3
15	nuclear weapons movement off-base	listings of nuclear weapons convoy movements and related records		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.
2. Transfer records to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 31-11**MISSILE SECURITY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	security dispatch	predispatch notification used to notify key and code control center of requirement for a dispatch		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2		approved dispatch notification used to notify flight security control and missile combat crews of an approved dispatch		destroy after 1 month. AUTH: N1-AFU-90-3
3		dispatch records used to manage dispatch of security escorts and camper alert team members		destroy after 1 year. AUTH: N1-AFU-90-3
4	security message log	alarm situations used to record security alert messages		destroy after 3 months. AUTH: N1-AFU-90-3
5		helping hand and covered wagon reports used to record upchanneled reports		see table 31-1. AUTH: N1-AFU-90-3
6	security response	flight time-distance response matrix which are specific response criteria for alarms		destroy after 1 year. AUTH: N1-AFU-90-3
7	key and code control	registers, and material handling records used to issue, transfer, and destroy National Security Agency one-time code tables		see table 33-1. AUTH: N1-AFU-90-3
8	physical examinations	minuteman camper inspections used to record discrepancies of self-contained unit		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 31-12**ANTITERRORISM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	antiterrorism services	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF Commanders	at HQ USAF/SPO	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2			at other HQ USAF offices and commands	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 31-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	antiterrorism briefings/training	reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat	at HQ USAF/SPO	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4			at other HQ USAF offices and commands	destroy after 3 months or when no longer needed, whichever is later. AUTH: N1- AFU-90-3

32. Civil Engineering. These tables cover records on all aspects of Air Force Civil Engineering including real property assets (acquisition and transfer). These tables also include contracting, design, construction, repair, renovation, management and maintenance, fire protection, management, planning of contingency wartime activities (including RED HORSE, Prime BEEF, Air Base Operability and Disaster Preparedness), government-owned or controlled housing used by the Air Force, implementation of national policy goals on environmental restoration, compliancy, pollution prevention, planning and cultural and national resource protection.

TABLE 32-1**ENVIRONMENTAL PLANNING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pollution incident report, including UST spill and release report	telegraphic details of the incident	at HQ USAF/MAJCOMs	destroy after 1 year or when no longer needed (note 6). AUTH: N1- AFU-90-3
2		telegraphic details of the incident	at installations	destroy after 5 years (note 6). AUTH: N1- AFU-90-3
2.01	emergency notices of pollution incidents or environmental violations	records on incidents/violations which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation		retire as permanent (note 7). AUTH: N1- AFU-87-18
3	environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs/bases	destroy when no longer needed (See Note 5). AUTH: N1-AFU-90-3
4	draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	at HQ USAF	

TABLE 32-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at MAJCOMs and bases	
5.01	Environmental Protection Committee Meeting Minutes	minutes of meetings		destroy after 10 years. AUTH: N1-AFU-90-53
5.02	Environmental Pollutant Control Report, Environmental Management-By- Objectives, or Trash and Waste Recycling Proceeds Report	data submission		destroy after 2 years. AUTH: N1-AFU-90-3
6	National Pollutant Discharge Elimination System (NPDES) applications/permits	wastewater discharge applications and permits	at bases/stations	retain for 3 years after the expiration date of the permit (See Note 1). AUTH: N1-AFU- 92-7
7			at MAJCOMs	destroy when superseded or obsolete (See Note 6). AUTH: N1-AFU-87-18
8	pollutant analysis reports (See Note 2)	records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at MAJCOMs and bases	destroy after 3 years. (See Note 6). AUTH: N1-AFU-90-3
9			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years. AUTH: N1-AFU-90-3
10	violations of environmental standards	reports on violations/compliance agreements and actions taken prepared and submitted electronically by bases	at HQ USAF, MAJCOMs Regional Compliance Offices and bases	destroy 3 years after the last action taken to correct the violation. (See Note 6). AUTH: N1-AFU-90-3
10.01	notices of violation and compliance agreements	official notices received from regulatory agencies and any other related correspondence	MAJCOMs, Regional Compliance Offices, bases	destroy 2 years after compliance has been achieved. (See Note 6). AUTH: N1-AFU-90-3
11	sampling point master record		at installation bio- environmental engineering activities	destroy when installation closes or AF is relieved of

TABLE 32-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				accountability. AUTH: N1-AFU-90-3
12	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports		destroy when updated inventory is prepared (note 6). AUTH: N1-AFU-90-3
13	accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at MAJCOMs, San Antonio Air Logistics Center and installations	destroy 3 years after date of summary (note 6). AUTH: N1-AFU-90-3
14	environmental management and contingency plans	plans and supporting data for spill prevention control and countermeasures plan; oil and hazardous substance pollution contingency plan; hazardous waste plan; hazardous waste treatment, storage, and disposal facility operation plan; traffic abatement plan; and similar plans		destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-87-18
15	operations and maintenance of Solid Waste Disposal Facilities (landfill operations)	detailed facility description, correspondence, permits, and related records	bases/stations	destroy after 50 years (See Notes 3, 4 and 5). AUTH: N1-AFU-90-3
16	Installation Restoration Program	reports, studies, and related correspondence	at HQ USAF, MAJCOMs and bases	destroy 50 years after restoration (note 4). AUTH: N1-AFU-87-18
17	hazardous and toxic waste management	reports, documents, studies, hazardous waste/PCB manifesting and disposal records (including contracts), and related documents	at HQ USAF, MAJCOMs and bases	destroy 50 years from the date of the record or in January 2031, whichever is later (See Note 4). AUTH: N1-AFU-90-3
18	Halon 1211 and Halon 1301 reports	where and how much halon is used and stored		destroy after 2010. AUTH: N1-AFU-92-7
19	environmental and natural resources data training	records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position		destroy 3 years after employee last worked at the facility, or until facility closure. AUTH: N1-AFU-93-4

NOTE(S):

1. When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for extension to SAF/AAIQ.
2. See table 48-5 for drinking water analyses.
3. Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc.

(See table 32-14, Real Property Accountable Documentation, and table 32-17, Air Base Planning Records.)

4. Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of P.L. 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period and hold the records in a "pending disposition" status.

5. Not authorized for staging area and/or retirement to federal records centers.

6. Comply with rule disposition or the Local/State/Federal requirements, whichever is later.

7. Transfer to National Archives in 5 years blocks when the latest records in the block are 25 years old.

TABLE 32-2

LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Installation Compatible Use Zone (AICUZ)	studies and amendments		retire to the National Archives when AF is relieved of accountability for the installation (See Note). AUTH: N1-AFU-92-9
1.01		(RESERVED)		(RESERVED)
2		case files of correspondence and supporting records		destroy when superseded or when AF is relieved of accountability for the installation. AUTH: N1-AFU-90-3
3		maps and overlays (vicinity/flight track/accident potential zone (APZ)/noise zone, compatible use district (CUD))		destroy when AF is relieved of accountability for the installation. AUTH: N1-AFU-90-3
4		operational and maintenance data, consisting of forms, letters and related records concerning flight tracks, types of aircraft, number of operations, altitudes, aircraft ground maintenance operations, etc.		destroy when AF is relieved of accountability for the installation AUTH: N1-AFU-92-9
4.01		(RESERVED)		(RESERVED)
4.02		computer listing of operational and maintenance data		destroy when AF is relieved of accountability for the installation. AUTH: N1-AFU-92-9
5		AICUZ Handbook	at any organizational level	destroy when obsolete, superseded or no longer needed. AUTH: N1- AFU-90-3
6		AICUZ Implementation and Maintenance Plan with supporting data		

TABLE 32-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Coastal Zone Management, Floodplain Management and Wetlands Protection Actions	letters, messages, consistency determinations, state plans, Environmental Impact Statements (EISs), etc.		destroy when superseded, or retire or destroy with the project, program or plan which they support. AUTH: N1-AFU-90-3
8	controversial issues	letters, messages, media releases, reports, analyses, etc.		destroy 7 years after the controversy has been cleared or when AF has been relieved of accountability for the installation. AUTH: N1-AFU-90-3
9	Memoranda of Understandings (MOUs)	letters, messages, comments on MOUs		destroy when superseded. AUTH: N1-AFU-90-3
10	Executive Order 12372, Intergovernmental Review of Federal Programs submissions	letters, messages, comments		dispose of with related project, program, plan which they support. AUTH: N1-AFU-90-3

NOTE: Upon retirement to the National Archives, the records covered by rule 1 will be screened by the National Archives Center for Cartographic and Architectural Archives, and only selected map enclosures will be retained permanently while the remainder of the records will be destroyed by the National Archives.

TABLE 32-3**HISTORIC PRESERVATION PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	historic preservation	all records pertaining to the historic preservation program		disposition pending. AUTH: Unscheduled

TABLE 32-4

CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 thru 11	(RESERVED)			(RESERVED)
12	data reports	daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports		destroy after 1 month. AUTH: N1-AFU-90-3
13		daily labor analysis, and work status reports		destroy after receipt of weekly report. AUTH: N1-AFU-90-3
14		weekly labor analysis report		destroy after receipt of monthly labor analysis report. AUTH: N1-AFU-90-3
15		monthly cumulative work order cost and analysis (for completed work orders), current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports		destroy after 4 years, provided requirements of table 65-3 are accomplished. AUTH: N1-AFU-90-3
16		monthly cumulative work order cost and analysis for incomplete work orders		destroy on receipt of succeeding months report. AUTH: N1-AFU-90-3
17		base BRASS AFMC summary, base BRASS team/grade summary, command BRASS AFMC summary, command BRASS posture by AFMC, and command Prime BEEF error list		destroy after 3 months. AUTH: N1-AFU-90-3
18		facility historical report showing costs by facility and by FY		destroy when superseded. AUTH: N1-AFU-90-3

TABLE 32-5

INDUSTRIAL ENGINEERING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 thru 4	(RESERVED)			(RESERVED)

TABLE 32-6**CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCE brochures	pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate		see table 37-7. AUTH: N1-AFU-90-3
2	maintenance, inspection and progress reports	reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers	at HQ USAF/MAJCOMs/FO As and subordinate commands	destroy after 2 years. AUTH: N1-AFU-90-3
3			at bases/stations	destroy on completion of subsequent inspection or test. AUTH: N1-AFU-90-3
4		reports of deficiencies noted		destroy when deficiencies are corrected. AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)
6	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers which are kept in an active status by summarizing data to consolidate files		destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transfer to the support base civil engineer responsible (EXCEPTION: if a facility is abandoned, demolished, sold, or salvaged, destroy when accountability is dropped from real property account). AUTH: N1-AFU-90-3
7	work control	construction permits, work orders, work requests, material cost transfers, materials and equipment lists at bases/stations		destroy 2 years after work completion. AUTH: N1-AFU-90-3
8		service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules		destroy after 1 year. AUTH: N1-AFU-90-3
9		schedule reports		destroy after 60 days or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
10		work center bench stock availability reports, materials support evaluations		destroy after 6 months. AUTH: N1-AFU-90-3
11		recurring work lists, collection work order number lists, work authorization lists		destroy when superseded. AUTH: N1-AFU-90-3

NOTE: Not authorized for retirement to a federal records center.

TABLE 32-7

PROGRAMMING CIVIL ENGINEER RESOURCES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	major and minor construction programs, including P-341, NAF, and O&M by contract	annual (FY) MILCON records and essential supporting evidence (line listings)	at HQ USAF/CE	retire as permanent a master copy of each program document with line listing. (note 2) AUTH: N1-AFU-85-21
2		extra or reference copy records of MILCON, P-341, NAF, and O&M programs		destroy when no longer needed (EXCEPTION: retain one copy of each document for 5 years after program year involved, or until no longer needed, then destroy). AUTH: N1-AFU-90-3
3		construction project justifications, site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies, correspondence relating to rule 1		destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later. (note 1) AUTH: N1-AFU-90-3
4	line item projects (that are approved)	program submissions, correspondence, reports, and other related papers	at MAJCOMs and below	hold for monitoring and control purposes: for disposition see table 32-18. AUTH: N1-AFU-90-3
5	line item projects (not accepted for current construction program)			hold for resubmission purposes; if not approved after 5 years, destroy. AUTH: N1-AFU-90-3
6	budget authorization	USAF construction program document (the construction funding authorization)	at HQ USAF/CE	retire the final issuance as permanent (See Note 2). AUTH: N1-AFU-85-21
7		superseded changes and/or revisions of funding authorizations		destroy 6 years after superseded. AUTH: N1-AFU-90-3
8			at MAJCOMs and below	destroy 2 years after superseded. AUTH: N1-AFU-90-3
9		statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 32-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	project case files	estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data	are approved projects	destroy eight years after completion and final payment of settlement of the project. (EXCEPTION: Should an official inquiry thereon be made at any time during or after final settlement of any claim, retain files for 2 additional years). AUTH: N1-AFU-90-3
11			are disapproved projects	destroy on determination that their accomplishment is no longer required. AUTH: N1-AFU-90-3
12		manufacturer's catalogs troubleshooting instructions, maintenance instructions, parts lists, and related papers which do not duplicate other records on file		destroy when no longer needed. AUTH: N1-AFU-90-3
13	project informational and control files	project data, correspondence reports, and other related papers	pertain to projects approved at lower echelons	destroy when no longer needed. AUTH: N1-AFU-90-3
14	program reports	monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress		destroy when no longer needed. (EXCEPTION: Destroy the 30 September report after 5 years, or when no longer needed, whichever is later.) AUTH: N1-AFU-90-3

NOTE(S):

1. Explosive site planning generated by AFMAN 91-201 will be disposed of in accordance with table 91-4, rule 5.
2. Transfer to National Archives in 10-year blocks when latest documents are 30 years old.

TABLE 32-8**FACILITIES BOARD**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	minutes of meetings	approved Facilities Board (FB) minutes serving as final approval for funding O&M projects	at MAJCOMs/major subordinate commands/bases/stations	destroy after 5 years. AUTH: N1-AFU-90-3
2			(RESERVED)	(RESERVED)
3			in members file	destroy when no longer needed, or after 1 year, whichever is sooner (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). AUTH: N1-AFU-90-3
4			at activities other than rules 1 and 3	destroy after 1 year (EXCEPTION: when interfiled with related projects, the disposition governing the project applies). AUTH: N1-AFU-90-3

TABLE 32-9**NATO INFRASTRUCTURE PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Project case files (U.S. records in support of the NATO Infrastructure Program)	facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for Prefinanced Projects (See Note)	at HQ USAFE/RSICA, NATO Infrastructure Division	destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO Board of Auditors. AUTH: N1-AFU-90-3

NOTE: A copy of the vouchers will be kept with the prefinanced project files. The original vouchers will be sent by the AFO to HQ DFAS-DE per table 177-5, rule 4.1 with the original accounts described in table 177-5, rule 1.

TABLE 32-10

REAL PROPERTY MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	real property case files	correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, real estate planning reports (REPRs), and related data; copies of in grant legal instruments; floor plans; special orders; correspondence; reports and other related data concerning AF directly- leased real property; computer generated space assignment/termination space to AF in GSA space; and related case material		retire as permanent upon inactivation of the installation (See Notes 1, 2 and 3). AUTH: NC1-AFU-77- 38
2		separate collection of REPRs	at MAJCOMS	destroy 1 year after land is acquired, completed construction is accepted by the using agency, or line item is dropped from MCP, whichever is applicable. AUTH: N1-AFU-90-3
3	survey and special studies	special studies conducted on an "as requested" basis, such as real property studies and studies of leased real property in CONUS and overseas	at AFREA/MI	file in real property case file (rule 1). AUTH: N1-AFU-90-3
4			at MAJCOMs and major subordinate commands	destroy when superseded by later study or survey or after 2 years, whichever is later AUTH: N1- AFU-90-3
5			at bases/stations	destroy when superseded. AUTH: N1-AFU-90-3
6	federal legislative jurisdictional matters	correspondence, reports, studies, decisions, legal opinions, and related data		file in real property case file (rule 1). AUTH: N1-AFU-90-3
7		work papers and background supporting data		destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1- AFU-90-3

TABLE 32-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	annual summary of real property transfer actions	annual summaries of all real property acquisitions and disposals that involve an estimated value between \$25,000 - \$200,000 each (RCS: SAF-MII(A)8701(PL).		destroy after 3 years. AUTH: N1-AFU-90-3
9	nonindustrial facility mobilization	brochures, card indices, formal reports of facility allocation (DD Form 26-2), and related data pertinent to the acquisition and allocation of facilities available in event of an all-out mobilization	approved for acquisition	incorporate with rule 1. AUTH: N1-AFU-90-3
10			not approved for acquisition	destroy on determination that facility no longer meets AF requirements. AUTH: N1-AFU-90-3
11	waivers and clearances	correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances		destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when AF is relieved of accountability for the installation, whichever is sooner. AUTH: N1-AFU-90-3
12 thru 14	(RESERVED)			(RESERVED)
15	changes in utilization of real property facilities	requests approved by DOD, HQ USAF, MAJCOMs and bases	at bases which maintain the real property accountable records	see table 32-14. AUTH: N1-AFU-90-3
16			at AFREA/MI, MAJCOMs and bases that keep information copies only	destroy when no longer needed. AUTH: N1-AFU-90-3
17		requests disapproved by DOD, AFREA/MI, MAJCOMs and bases		

NOTE(S):

1. On derequisitioning or return of real property to a local (CONUS) or foreign (overseas) government, major subordinate commands and base/station activities, forward their records to the next higher level of command, where they are held until it is determined that no claim will be filed against the United States. All machine listings other than those shown in rule 1, column B, are to be disposed of when superseded.
2. Transfer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.
3. Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.

TABLE 32-11

REAL PROPERTY INVENTORY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF inventory of real property	published inventory documents	at AFREA/MI	retire as permanent a master copy of each document published (See Note 1). AUTH: NC1-AFU-83-36
2		correspondence and form reports, such as USAF real property inventory detail list, USAF land change report, and USAF installations characteristics report, machine listings, EAM cards and EDP tapes		destroy when superseded, obsolete or after 2 years, whichever is sooner. AUTH: N1- AFU-90-3
2.01		magnetic tape of the Air Force inventory of real property	at AFREA/MI	erase after 5 years. AUTH: N1-AFU-90-3
3		feeder reports, background and/or source data	at MAJCOMs and major subordinate commands	destroy when superseded, obsolete or after 1 year, whichever is sooner. AUTH: N1- AFU-90-3
4		retained USAF characteristics report	at bases/stations	retire as permanent when AF is relieved of accountability for installation (See Note 2). AUTH: NC1-AFU- 83-36
4.01		retained USAF characteristic reports to include off-base installations and SAF-MII(A)9305, Annual Real Property Utilization Review	at MAJCOMs	destroy when superseded, obsolete, or after 1 year, whichever is sooner. AUTH: N1- AFU-90-3
5		retained inventory reports other than reports in rule 4, and related supporting data	at bases/stations	destroy when superseded, obsolete or after 1 year, whichever is sooner. (NOTE: see table 32-14 if base is inactivated or transferred) AUTH: N1-AFU-90-3

NOTE(S):

1. Those records created before 1983 will be transfer to the National Archives when 50 years old. Those records created after 1982 will be transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
2. Transfer to National Archives 30 years after base inactivation.

TABLE 32-12**LEASED REAL PROPERTY CASE FILES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	leased real property (excluding leased real property set up as a separate installation) case files	copies of outgrant legal instruments, such as leases, easements, licenses, permits, right-of-way, or other agreements wherein the AF conveys an interest or right to use AF real property, copies of environmental baseline surveys (EBS)	at AFREA/MI	destroy 2 years after the General Services Administration or the Corps of Engineers advises that the property to which the records pertain has been disposed of; or, if claims are pending, destroy 1 year after settlement of the claim (See Note). AUTH: NC1-AFU-83-82
3			at MAJCOMs, major subordinate commands, and overseas bases	
4			CONUS bases/stations	
5			leased property site	destroy 90 days after termination of AF occupancy. AUTH: NC1-AFU-83-82
5.01			at recruiting squadrons and HQ AETC	
6	leased real property set up as a separate installation			see table 32-10. AUTH: NC1-AFU-83-82

NOTE: See table 32-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places.

TABLE 32-13**EXCESS REAL PROPERTY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF real property excess declaration	informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence		see table 32-10 for disposition. AUTH: N1-AFU-90-3
2	other agency notices of availability		related to property AF has a need for	on acquisition of the property, incorporate with records in table 32-10. AUTH: N1-AFU-90-3

TABLE 32-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			related to property AF has no need for	destroy 6 months after determining that AF has no requirement for the property involved. AUTH: N1-AFU-90-3

TABLE 32-14

REAL PROPERTY ACCOUNTABLE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Overseas Base Civil Engineer (BCE) Real Property	property cards, ledgers, vouchers and voucher registers and supporting records, including printout of USAF Real Property Inventory Detail List, RCS: SAF-MII(A)7115, also machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number	related to an active installation, will be retained at the designated recordkeeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or MAJCOM that has jurisdiction until terminal audit and base closure responsibilities are completed and it is determined that no claim will be filed against the US	the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable (See Note). AUTH: N1-AFU-87-17
1.01		maps and record drawings		the accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved. AUTH: N1-AFU-90-3

TABLE 32-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.02		international balance of payments (IBP) and supporting records		incorporate in real property case file; see table 32-10, rule 1, for disposition. AUTH: N1-AFU-90-3
2	US and territories administered by US (BCE) Real Property	property cards with supporting records including printout of report RCS: SAF-MII(A)7115 relating to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination		the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable (See Note). AUTH: N1-AFU-89-32
3		(RESERVED)		(RESERVED)
4		property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS: SAF-MII(A)7115 relating to an installation that is to be transferred between commands or to another federal agency		the accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency. AUTH: N1-AFU-90-3
5		property cards, ledgers, vouchers and voucher registers with supporting records, including a printout of report RCS: SAF-MII(A)7115, also machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number	related to an active installation, will be retained at the designated recordkeeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or the MAJCOM of jurisdiction until disposal of all the real property is completed	the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable (See Note). AUTH: N1-AFU-87-17
5.01		maps and records drawing		the accountable installation or MAJCOM will transfer to appropriate recipient or the major recipient of the property. AUTH: N1-AFU-90-3

NOTE: Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA Regional Administrator, the state or local environmental official, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period.

TABLE 32-15**ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	qualification files	brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		form reports, such as AF experience questionnaire, performance report, and related records		destroy on dissolution of the firm, or when AF is relieved of accountability for the installation, whichever is sooner (EXCEPTION: hold performance reports when firms or firm members reassociate or reorganize). AUTH: N1-AFU-90-3
3	engineer project control files	plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special projects	disposition pending. AUTH: Unscheduled
4		informational background data, work papers, etc.		destroy when no longer needed, or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later. AUTH: N1-AFU-90-3
5	Report of Architect-Engineer (A-E) contract awards	forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts		destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 32-16

CIVIL ENGINEER DESIGN DATA

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	design plans and policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at HQ USAF	disposition pending. AUTH: Unsheduled
2			at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	design and construction deficiency reports	reports, related correspondence, and other pertinent data	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised. AUTH: N1- AFU-90-3
4			at bases/stations	destroy when all legal, accounting, and contract requirements are met, or 2 years after correction of deficiency, whichever is later. (Also see table 21-4.) AUTH: N1- AFU-90-3
5	maps, plans, drawings, and photographs	copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in table 32-17)		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
6			at bases/stations until AF is relieved of accountability for the installation	disposition pending. AUTH: Unsheduled

TABLE 32-16**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7				when recapture rights are not retained by AF, transfer the related maps, copies of plans, drawings, and photographs to the individual or agency accepting accountability for the property (See Note) AUTH: N1-AFU-90-3
8	civil engineer specifications	copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		disposition pending. AUTH: Unscheduled
9	drawings on 105mm film	negatives of definitive designs and of air base master plans		destroy when superseded, obsolete, or when no longer needed. AUTH: N1-AFU-90-3
10	exceptions to criteria for MWR facilities	waivers to standards of accommodations for MWR facilities described in DOD Instruction 1330.3	at HQ USAF/MAJCOMs/major subordinate commands	destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11			at bases/stations	destroy on inactivation of the installation. AUTH: N1-AFU-90-3
12				destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3
13	service contract records	statements of work, Air Force Service Contract Advisory Group (AFSCAG) formats and related records		

NOTE: When real property is returned to a local (CONUS) or foreign (overseas) government, retain records at next higher level of command until it is determined that no claim will be filed against the US. Duplicate copies of maps, plans, etc., may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property. When duplicate copies are not available, records may be made available for reproduction purposes.

TABLE 32-17

AIR BASE PLANNING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	comprehensive plans and supporting data	plans of present or planned installations, attendant charts, drawings, and photographs	at HQ USAF/MAJCOMs/major subordinate commands	destroy plan when revised in its entirety, and/or when AF is relieved of accountability for installation. AUTH: N1-AFU-90-3
2		(RESERVED)		(RESERVED)
3		changes to, and revisions of, plans that are disapproved		destroy after 2 years. AUTH: N1-AFU-90-3
4		correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation		

NOTE: On return of real property to local (CONUS) or foreign (overseas) government, transfer copies of plans to the individual or agency accepting accountability; retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the US.

TABLE 32-18

USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	status reports	form reports on progress of design and construction projects		destroy when superseded by updated report. AUTH: N1-AFU-90-3
2		form reports on completion of the projects in rule 1	at MAJCOMs and below	place in facility folder; see table 32-6 for disposition. AUTH: N1-AFU-90-3
2.01			at HQ USAF	disposition pending. AUTH: Unscheduled
3		source, feeder, or background data		destroy when no longer needed, or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
4	construction project control files	site plans and feasibility studies; charts; maps; preliminary, interim, and final drawings; photographs; cost estimates; construction and funding authorizations; reports of inspections, progress, and of status; construction transfer, and final acceptance records, with correspondence	approved and funded but cancelled before the start of or before completion of the construction authorized	disposition pending. AUTH: Unscheduled

TABLE 32-18**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			completed construction project (See Note)	
6			line item project files maintained for construction surveillance by AF regional and base civil engineer and other offices	destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3
7		feeder reports, such as messages and transitory narrative reports of work stoppages, other labor situations, equipment and material deficiencies, other data serving for background information and control		destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed. AUTH: N1-AFU-90-3
8		manufacturer's catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and other related papers		destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE: When AF is construction agent on new construction (except for family housing which is covered in table 32-20), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a Transfer and Acceptance of Military Real Property (DD Form 1354). This data will be made a part of the base accountability records (see table 32-14).

TABLE 32-19**HOUSING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers which are construction closing file and acquisition file		destroy 20 years after Air Force is relieved of accountability of the housing units (See Note). AUTH: N1-AFU-91-38
2	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers which are initial, interim, and final closing files		

TABLE 32-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	status records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at HQ USAF/MAJCOMs/maj or subordinate commands and at bases/stations	destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	AF inventory and utilization of military family housing units	form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers		destroy after 1 year. AUTH: N1-AFU-90-3
6	family housing survey and programming	questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data		destroy after 3 years. AUTH: N1-AFU-90-3
7	(RESERVED)			(RESERVED)
8	rental records	applications for quarters, contracts, leases, and supporting records relating to rental of living quarters in rental housing		destroy 1 year after termination of AF occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3
8.01			at site of leased property	destroy 6 months after termination of AF occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3
9	essential civilian family housing records (Sec 809, National Housing Act)	approved applications for and certificate of employee eligibility forms, and related correspondence		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		forms or certificate of need and related certificate register retained in certifying office until program is discontinued		destroy after 1 year. AUTH: N1-AFU-90-3
11	unaccompanied personnel housing (UPH)	questionnaires on UPH determination of bachelor housing requirements		destroy after 3 years. AUTH: N1-AFU-90-3

NOTE: Obtain AF/CEH and AF/JA clearance prior to authorizing destruction (see also table 177-5, rule 5).

TABLE 32-20**FAMILY HOUSING CONSTRUCTION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF housing construction	construction and funding records, such as invitations to bid, FHA-appraised statements, architect engineering contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by AF (see table 32-18 for housing projects administered by the Corps of Engineers)		destroy 20 years after AF is relieved of accountability of the housing units. AUTH: N1-AFU-90-3
2		construction sketches and preliminary plans		destroy on AF acceptance of the completed construction. AUTH: N1-AFU-90-3
3		original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at HQ USAF/MAJCOMs/major subordinate commands	destroy when no longer needed (See Note). AUTH: N1-AFU-90-3
4		(RESERVED)		(RESERVED)
5		original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at bases/stations	transfer to new owner when accountability changes or destroy when building is demolished. AUTH: N1-AFU-90-3
6		final reports executed on completion of construction	at HQ USAF and bases/stations	destroy 20 years after AF is relieved of accountability of the housing units. AUTH: N1-AFU-90-3
7		monthly reports on progress of housing construction projects		destroy when superseded. AUTH: N1-AFU-90-3
8			at MAJCOMs and major subordinate commands	destroy after 6 months. AUTH: N1-AFU-90-3
9		manufacturer's catalogs; trouble shooting instructions, maintenance instructions, parts lists, and related papers which are not duplicates of other records on file		destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE: Retirement to a Federal Records Center is not authorized.

TABLE 32-21

ON/OFF-BASE HOUSING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	off-base housing referral service	family housing information, detailed sale/rental listing, off-base housing applications, notification of housing selection, landlord/tenant complaint, and related correspondence	at Housing Referral Offices	destroy 1 year after applicant has been placed, landlord ceases to list with base referral office or when no longer needed. AUTH: N1-AFU-90-3
2		off-base housing referral reports	at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3			at HQ USAF	destroy when 10 years old. AUTH: N1-AFU- 90-3
4	equal opportunity in off-base housing	housing discrimination complaints, case files, reports of investigation, and related correspondence	unsubstantiated and retained at other than HQ USAF	destroy 2 years after end of year in which case is closed. AUTH: N1-AFU-90-3
5			substantiated and retained at other than HQ USAF	destroy 2 years after restrictive sanctions are removed or other related actions are closed. AUTH: N1- AFU-90-3
6			at HQ USAF other than HQ USAF/JACL	destroy when 10 years old. AUTH: N1-AFU- 90-3
7			at HQ USAF/JACL	disposition per table 51-1, rules 15 through 18, as applicable. AUTH: N1-AFU-90-3
8	base housing management	housing requests, quarters condition inspection reports, assignment orders, and related records		destroy 1 year after termination of quarters occupancy and final inspection of quarters (See Note). AUTH: N1-AFU-90-3
9		advance applications for assignment to military family housing	held by losing activity as proof of mailing	destroy after 6 months. AUTH: N1-AFU-90-3
10		excess family housing list		destroy when obsolete or superseded. AUTH: N1-AFU-90-3
11	unaccompanied personnel housing (UPH)	utilization/occupancy reports and related records such as registration forms	at other than HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 32-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			at HQ USAF	destroy when 12 years old. AUTH: N1-AFU- 90-3
12.01		(RESERVED)		(RESERVED)
13		request for BAQ, quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc.	at bases	destroy when superseded or upon PCS from base. AUTH: N1-AFU-90-3
14	family/bachelor/ transient housing, housing referral or equal opportunity in off-base housing	basic policies, procedures, policy waivers, etc.	at HQ USAF and MAJCOMs	destroy when 20 years old. AUTH: N1-AFU- 90-3
15	temporary lodging allowance (TLA) entitlements	request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	at base level housing and/or billeting offices	destroy 1 year after termination of special allowance (exception: when discrepancies are involved, destroy 6 months after discrepancies are cleared) (See table 177- 32, rule 66). AUTH: N1-AFU-90-3

NOTE: When approved by the command RM, records eligible for destruction may be transferred to Defense Investigative Service (DIS) upon request.

TABLE 32-22

BASE CIVIL ENGINEER (BCE) BROCHURES, REPORTS AND CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCE brochures	pertinent data concerning an air base, its organizations and their functions which are ready reference in management, planning, programming, and as guide for visitors when appropriate		see table 32-6. AUTH: N1-AFU-90-3
2	maintenance, inspection and progress reports	reports of maintenance and repair activity of buildings, pavements, grounds and utility systems, with related papers	at HQ USAF/ MAJCOMs/major subordinate commands	
3			at bases/stations	

TABLE 32-22**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		reports of deficiencies noted		
5	equipment maintenance program	forms of maintenance action sheets, equipment maintenance records and master equipment records used to promote effective control and direction for the program		
6	(RESERVED)			(RESERVED)
7				

TABLE 32-23**MAINTENANCE AND REPAIR PROJECTS AND PROGRAM REPORTS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 thru 2.01	(RESERVED)			(RESERVED)
3 thru 6	(RESERVED)			(RESERVED)

TABLE 32-24**UTILITY SYSTEMS AND SERVICES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	utilities conservation	correspondence, reports, surveys, poster designs, informational media, and related data	at bases/stations and MAJCOMs	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
2	utilities systems operation	fuel consumption reports, service economy reports, utility systems operating logs, fuel analysis reports, flow charts, temperature reports, wind velocity readings, and related data	at major subordinate commands and above	destroy after 2 years. AUTH: N1-AFU-90-3
3		heating plants daily operating log	at bases/stations	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		heating plant monthly operation logs		destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 32-24

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	corrosion control	records on corrosion damage control, problem areas, tests, surveys, cathodic protection system operation logs, remedial actions and related matters. Cathodic protection and industrial water treatment operating logs, leak records, annual surveys and programming documents for projects justified in whole or part by corrosion damage or scale build-up		destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated. AUTH: N1-AFU-90-3
6	energy management and control systems (EMCS)	plans to connect facilities to the system to which are used in programming initial installation, changes and expansions		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
7	electrical utility distribution systems operations	reports, studies, related electrical utility systems operations records and drawings		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
8	purchased utility services	data maintained in the purchased utility management brochures		destroy 2 years after you no longer purchase utility services from the supplier or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9		meter readings and invoices		destroy after 2 years. AUTH: N1-AFU-90-3
10		sales contract, agreement and rates exhibits		destroy 2 years after you no longer sale utility services to the customer. AUTH: N1-AFU-90-3
11	swimming pool operation	meter readings and invoices		destroy after 2 years. AUTH: N1-AFU-90-3
12		logs and related papers		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 32-25**ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operating logs	forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data	original logs covering the first year of operation	destroy when power plant is removed from AF inventory. AUTH: N1-AFU-90-3
2			copies of logs in rule 1	destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
3			logs covering all subsequent years of operation	
4	historical records	forms, such as historical record - diesel-electric generator and system, with power plant log books and graphs (performance curves), etc. which is a chronology of power plant maintenance and servicing operations		keep with the engine-generator set; destroy when the unit is declared unserviceable and salvaged. AUTH: N1-AFU-90-3
5	emergency generator inventory	inventory listing numbers, sizes and capacities	at bases/stations	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE: Not authorized for retirement to a federal records center.

TABLE 32-26**SANITATION AND CUSTODIAL SERVICES (see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	janitorial and custodial services	reports of cost, manning, and scope of services provided, with justifications for contract services and related correspondence, excluding procurement contract files		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	garbage recycling and refuse collection services	reports of cost, manning, daily workload logs, and contractual service records; records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		records relating to services performed by base personnel		
5		records relating to contractual services performed		
5.01	contract service or consultant records		at HQ AFCEA and below	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE: The records in this table are not authorized to be retired to federal records centers.

TABLE 32-27

FACILITY FOLDERS AND WORK CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers	retained in a current and active status by summarizing data to consolidate file	see table 32-6. AUTH: N1-AFU-90-3
2	work control	construction permits, work orders, work requests, material cost transfers, in-service work plans, materials and equipment lists		
3		service call log and job order logs		
4		work schedules, multiple shop job schedules, job order schedules, schedule reports, work center bench stock availability reports, materials support evaluations		
5		recurring work lists, collection work order number lists, work authorization lists		

TABLE 32-28

USAF FOREST MANAGEMENT PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program planning	plans, policies, and related papers	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
2			at base level	disposition pending. AUTH: Unscheduled
3	reporting requirements	reports of receipts and expenses from production and harvesting of lumber or timber products	at HQ USAF	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
4			at MAJCOMs and below	destroy when superseded, obsolete, or after 2 years, whichever is applicable. AUTH: N1-AFU-90-3
5		forest management record-unit prescription reports used to schedule work programs	at HQ USAF/MAJCOMs	destroy when superseded, or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-28**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at base level	disposition pending. AUTH: Unscheduled
7	sales and service contracts	site preparation, planting operations, technical services, and sales of forest land contracts including invitations for bids, amendments, awards, bid abstract (if applicable), and supporting papers	at forest management activities	see table 64-1. AUTH: N1-AFU-90-3
8	individual record unit folder	work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and subunit, summary sheets, and other related papers	at base level	disposition pending. AUTH: Unscheduled

TABLE 32-29**AIRFIELD AND ROAD PAVEMENT MARKING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pavement marking on the airfield	airfield marking program-daily activities log, airfield marking program project summary, airfield marking cost summary, material (paint and reflective glass beads), lab reports, contractor submittals and material samples	at MAJCOMs	destroy after 3 years. AUTH: N1-AFU-90-3
2			at bases/stations (installations)	destroy after 2 years. Subsequent marking contract is executed and accepted by the contracting officer. AUTH: N1-AFU-90-3

TABLE 32-30**AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program data	annual snow removal plan, charts and maps	at MAJCOMs and below	destroy when superseded or updated. AUTH: N1-AFU-90-3
2	operations control data	weather reports, status and maintenance of equipment, log of operations, and other related data	at bases	destroy when no longer needed. AUTH: N1-AFU-90-3
3	personnel data	orders, instructions, training schedules, on-the-job qualifications, and related data		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 32-31**MANAGEMENT AND CONSERVATION OF LAND**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	land management maintenance	plans, authorizations, procurement of supplies, services, labor construction maintenance and related correspondence concerning environmental protection policies	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
2		policies pertaining to rule 1	at HQ USAF/MAJCOMs and base level	retire as permanent. AUTH: NN-173-316
3	training and certification of herbicide operators	technical instruction, training and certification of individuals to apply pesticides to insure adequate environmental safeguards	at MAJCOMs and base level	see table 32-33. AUTH: N1-AFU-90-3

TABLE 32-32**BUILT-UP ROOF MANAGEMENT PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	built-up roof management	built-up roof list and roof inspection priority list for facilities with built-up roofs and order of inspection		destroy when superseded by updated list. AUTH: N1-AFU-90-3

TABLE 32-32**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2		roof summary form, unmarked roof plan drawing which are summaries of roof construction on a facility		destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3
3		roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifications, all submittals (performance agreement, quality control records, as-built roof summaries, manufacturers certification), laboratory reports of roof sample testing, and contract management inspection records		destroy when the existing roof system is removed and replaced, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3

TABLE 32-33**PEST MANAGEMENT SERVICES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pest management services	pest management plans, annual pest management program reviews, reports of on-site visits, staff assistance visit reports, aerial spray environmental impact statements, and validation survey reports		destroy when superseded or on inactivation of the installation, whichever is sooner. AUTH: N1-AFU-88-24
2		(RESERVED)		(RESERVED)
3		records of pest management maintenance, historical treatment, and termite and wood decay inspections	at bases/stations	destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts. AUTH: N1-AFU-90-3
4		contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records	at MAJCOMs and below	destroy 1 year after termination of contract or expiration of warranty, whichever is later. AUTH: N1-AFU-90-3

TABLE 32-33

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		listing of personnel qualified and certified to perform pest management operations, and correspondence		destroy when superseded or on inactivation of the installation, whichever is sooner. AUTH: N1-AFU-90-3
6		individual's Technician Certificate of Competency		destroy old certificate upon recertification or when individual is no longer certified or leaves the AF. AUTH: N1-AFU-90-3
7		pest control summary report monthly/quarterly detail/ error listing	at bases/stations	destroy after 30 days or when no longer needed. AUTH: N1-AFU-90-3
8		pest control summary report		destroy after 2 years. AUTH: N1-AFU-90-3
9		detail cards and correction cards, transcripts for pest reports		destroy after all processing is completed or when no longer needed. AUTH: N1-AFU-90-3
10		pest control summary report (cumulative listing)	at MAJCOMs and below	destroy after 3 years. AUTH: N1-AFU-90-3
11			at AFCESA	destroy after 50 years (See Note). AUTH: N1-AFU-90-3
12		approval letters for nonstandard pesticides and equipment	at MAJCOMs and below	destroy when the pesticides and equipment are no longer used or are not in possession of the installation. AUTH: N1-AFU-90-3

TABLE 32-34

REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL SYSTEMS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	system balance and test data	forms of system performance data used to promote efficient operation	at bases/stations	destroy when superseded or when systems are deleted from real property account. AUTH: N1-AFU-90-3
2	operation logs	forms of operating data on air-conditioning equipment used to predict system maintenance requirements		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3	air-conditioning equipment trouble analysis	forms of data used to determine cause of malfunctioning equipment		destroy after 2 years. AUTH: N1-AFU-90-3
4	CFC refrigerant and equipment inventories	equipment, condition, status, amount and type of refrigerant		destroy when superseded or when systems are deleted from real property account. AUTH: N1-AFU-90-3

TABLE 32-35

FIRE PROTECTION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fire department training	training standards, objectives, methods of operation and schedules		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		reports of proficiency training and supporting records		destroy after 1 year. AUTH: N1-AFU-90-3
3		charts indicating status of training of firefighters used to maintain training status		destroy when replaced, obsolete, or no longer needed. Destroying includes erasing or taping over. AUTH: N1-AFU-90-3
3.01		individual proficiency certification/evaluation records	filed in consolidated training record	forward with consolidated training record when individual is reassigned (see table 36-12, rule 1). AUTH: N1-AFU-90-3

TABLE 32-35

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	pre-fire planning	plans, maps, charts, drawings, and civil and military fire organization liaison agreements, with other data reflecting water source supply locations, hydrants, sprinklers and alarm systems, other fire fighting equipment, routes to follow, and data on the features of a building; implementation plans, guidance, instructions, checklists, lesson plans and other documents relating to the implementation of fire protection standards (national, state, and local)		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5	fire protection equipment	standards, specifications, photos, research and development evaluations, programming and procurement data, inspection records, and other informational data		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
6	fire protection inspections and tests	checklists and similar forms used in conducting real property inspections, including inspection and tests of installed systems of fire extinguishing, alarm, and detection equipment, portable fire extinguishers, etc.		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable. AUTH: N1-AFU-90-3
7		reports of fire hazards and/or deficiencies		destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see table 32-16). AUTH: N1-AFU-90-3
8	daily fire activities	the fire record journal		destroy 2 years after date of last entry. AUTH: N1-AFU-90-3
9		daily fire log, and comparable fire activities data		destroy after 2 years (See Note 1). AUTH: N1-AFU-90-3
10		source or feeder-type reports that support records in rules 8, 9 and 14		destroy after 1 year or when purpose is served, whichever is sooner (See Note 1). AUTH: N1-AFU-90-3
10.01		voice recorder tapes	at fire departments	erase after 15 days. (Exception: retain tapes involved in incident

TABLE 32-35

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				reports, investigations, or legal actions until case is settled; and then erase). AUTH: N1- AFU-90-3
11	fire protection statistical summary	records of statistical recapitulations of the total annual fire loss experience	at AFCESA	retire a master copy of the annual statistical summary as permanent (See Note 2). AUTH: NC1-AFU-84-14
12			at MAJCOMs and below	destroy after 2 years. AUTH: N1-AFU-90-3
13		feeder reports to the annual statistical summary		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13.01		activity report		destroy 2 years after reporting year. AUTH: N1-AFU-90-3
14	fire incident and rescue reports	individual and consolidated reports, and related data (hard copy records)		destroy 2 fiscal years after reporting year (See Note 1). AUTH: N1-AFU-90-3
15	reciprocal agreements	mutual aid, and joint use civil airport operations agreements		destroy when agreement is superseded or terminated. AUTH: N1-AFU-90-3
16	welding, cutting and brazing permits	AF Form 592, USAF Welding, Cutting and Brazing Permit	at fire departments	destroy 30 days after completion of the project/contract with which the work is associated (See Note 3). AUTH: N1-AFU-90-3
17	water flow test records	AF Form 1027, Water Flow Test Record, and related records	Technical Services or Fire Inspection Section, base fire departments	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain records on accidents resulting in legal action until case is settled, then destroy.
2. Transfer to National Archives in 10-year blocks when the latest record in the block is 20 years old.
3. Should a fire result from the operation, make the AF Form 592 a part of the investigation report.

TABLE 32-36

PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	at AFCESA and below	destroy after 3 years. AUTH: N1-AFU-90-3
2	manpower	recommended, approved or disapproved conversions, and upgrade/downgrade actions	at MAJCOM and below	destroy after 3 years. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments	at AFCESA and below	destroy after 2 years. AUTH: N1-AFU-90-3
5	contingency/ operations plans	plans with related background material		destroy when superseded. AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	mobility folders	individual team member certificates and records	at MAJCOMs and below	destroy upon transfer of member. AUTH: N1-AFU-90-3
8	reports	training reports, plans, objectives, results and recommendations	at AFCESA and below	destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-3
9		inspection reports and results		
10		staff assistance visit reports and recommendations		destroy after 2 years unless rules 1, 2 and 3 govern. AUTH: N1-AFU-90-3
11		reports covering major catastrophes and wartime mission supports	at AFCESA and below	retire as permanent. (See Note). AUTH: N1-AFU-90-3
12		Status of Resources and Training (SORTS)	at HQ USAF and AFCESA	destroy after 1 year. AUTH: N1-AFU-90-3
13			at MAJCOMs and below	
14	(RESERVED)			(RESERVED)

NOTE: Transfer to National Archives in 5-year blocks when latest document is 5 years old.

TABLE 32-37

CIVIL ENGINEERING RED HORSE PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	programming records	records that reflect the development, formulation and issuance of policies, procedures, and the exercises of managerial control of RED HORSE programs	at HQ USAF	retire as permanent (See Note 3). AUTH: NC1-AFU-76-36
2	plans	contingency/operations and AMC affiliation plans with related background material	at bases	destroy when superseded (See Note 2). AUTH: N1-AFU- 90-3
3	deployment and project files	estimates, military construction project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	at MAJCOMs	destroy 3 years after completion of project. AUTH: N1-AFU-90-3
4			at bases	see table 32-18. AUTH: N1-AFU-90-3
5			on projects that have been disapproved	destroy after 2 years. AUTH: N1-AFU-90-3
6			at RED HORSE squadrons	destroy when no longer needed (See Note 1). AUTH: N1-AFU-90-3
7	reports	Status of Resources and Training (SORTS)	at AFCESA and below	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		squadron activity reports	at Red Horse squadrons	
9		vehicle status reports with information on vehicle location, losses and gains	at bases	
10		personnel and TDY manning reports	at bases	

NOTE(S):

1. Within 30 days after acceptance, send DD Form 1354, Transfer and Acceptance of Military Real Property, to the host BCE and one set of reproducible as built drawings, all brochures of warranties on installed equipment and any maintenance data that might aid the BCE personnel.
2. See table 10-4 for wartime plans.
3. Transfer to the National Archives when 10 years old.

TABLE 32-38**NATURAL RESOURCES (CONSERVATION)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fish and wildlife conservation	plans, agreements, reports, photographs, and correspondence pertaining to the conservation and development of fish and wildlife resources on AF installations		destroy when superseded or on inactivation of the installation. AUTH: N1-AFU-90-3
2		minutes of conservation committee		destroy after 1 year. AUTH: N1-AFU-90-3
3	reports of soil and water	land management conservation program, supporting papers, and correspondence relating thereto	feeder reports at HQ USAF	destroy on consolidation, or when no longer needed. AUTH: N1-AFU-90-3
4			consolidated reports	destroy after 2 years. AUTH: N1-AFU-90-3
5			at MAJCOMs and below	destroy when superseded, or after 1 year, whichever is later. AUTH: N1-AFU-90-3
6	forest management conservation	program plans, policies, budgeting authorizations, reports, procurement of supplies, services, labor, construction, and maintenance		disposition pending. AUTH: Unscheduled

TABLE 32-39**DISASTER PREPAREDNESS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	nuclear/biological/ chemical (NBC) conventional attack, warning and reporting, detection, decontamination, damage assessment and related activities			see table 10-6, rules 1, 2 and 3. AUTH: N1- AFU-90-3
3	accidents involving NBC materials or components and other accidents as defined by AFI 32- 4001	USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFI 32-4001	at HQ USAF	destroy after 30 years. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
5			information copies	
6	unit training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
7			information copies	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at AFNSEP (HQ ACC)	destroy after 5 years or no longer needed, whichever is sooner. AUTH: N1-AFU-91- 36
9			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
10			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
11 thru 13	(RESERVED)			(RESERVED)
14	civil disorders	reports, messages and other data	at MAJCOMs and subordinate commands providing assistance	destroy after 2 years or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
15			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
16	equipment	correspondence, research and development evaluations, procurement, utilization, and other informational data	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
17		inspection records for radiac equipment (see T.O. 11H4-1-5)	at field activities	destroy 24 months after date of last entry, if no other current data is on the form. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18		action copies of unsatisfactory conditions experienced		see table 21-4. AUTH: N1-AFU-90-3
19	protective shelters	correspondence, messages and related records pertaining to marking, stocking and inspecting		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
19.01		correspondence, messages, and related records pertaining to collective protection and contamination control areas	at MAJCOM and below	
20		surveys	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit/installation is inactivated, whichever is sooner. AUTH: N1- AFU-90-3
20.01		reports, correspondence, messages, pertaining to operations at shelters, to include fallout Time History Charts, Explosive Control Data and shelter activity logs	at installation civil engineer offices	
21	disaster support group and disaster response force	correspondence, messages and related records	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
22	NBC transactions not covered elsewhere in this table	correspondence, messages and other records relating to matters not affecting administration or policy	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1- AFU-90-3
23	military assistance to civil authorities (MACA)	reports, correspondence, messages and other records pertaining to MACA and related programs	at AFNSEP (HQ ACC), MAJCOMs and below	destroy after 2 years or when no longer needed whichever is later. AUTH: N1-91-36
24	(RESERVED)			(RESERVED)
25				
26	assistance agreements	formal agreements to which two or more agencies are signatories.	at originating agencies	destroy when superseded, rescinded or on inactivation of the unit, whichever is sooner. AUTH: N1- AFU-90-3
27			information or review copies	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-39

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
28	plans	concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
29		plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters		
30	support plans	records similar to those described in rules 28 and 29 above, developed in support of or received from subordinate echelons, lateral commands and other defense agencies for monitoring purposes and/or for coordination of planned operations	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
31		reference copies of rules 28, 29, and 30		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
32	planning board or staff meeting	minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
33	disaster preparedness training	training outlines, lesson plans, methods and test sheets	at MAJCOMs and below	destroy when superseded or no longer needed. AUTH: N1-AFU-90-7
34		on-the-job training (OJT)		see table 36-12 and table 36-37. AUTH: N1-AFU-90-3
35		listing of personnel who have taken specialized disaster preparedness training courses		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
36		individual training records	completely filled in	
36.01		training records on individuals removed from specialized teams but remaining on station	inactive forms forwarded to Disaster Preparedness Officer/Noncommissioned Officer (NCO) or training NCO	destroy when individual separates from station. AUTH: N1-AFU-90-3
37			on individuals transferred to another	send to gaining organization. AUTH:

TABLE 32-39**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			base	N1-AFU-90-3
38			on individuals discharged from service	destroy immediately. AUTH: N1-AFU-90-3
39	staff assistance visits	reports and related correspondence	at MAJCOMs and below	destroy when obsolete or superseded. AUTH: N1-AFU-90-3

TABLE 32-40**AIR BASE OPERABILITY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Base Operability (ABO) planning	ABO Master Plan, ABO Integration Plan, policy, guidance, checklists, and related records	at HQ USAF and HQ AFMC	retire as permanent (note). AUTH: N1- AFU-90-8
1.01			at other MAJCOMs and below	destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
2	ABO meetings	minutes of ABO Program Review, ABO Requirements Review, World- wide ABO Working Group Meeting, General Officer Steering Committee, and related records	at HQ USAF	retire as permanent (note). AUTH: N1- AFU-90-8
2.01			at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
2.02		minutes of ABO Working Group, ABO Steering Group, General Officers Executive Committee, and related records		destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
3	host nation support or bilateral agreements	formal agreements between base commander, U.S. Army if applicable, and host nation for providing Air Base Ground Defense (ABGD) support, memorandums of understanding with host nation for providing joint support, and related records		retire as permanent (note). AUTH: N1- AFU-90-8
4	staff assistance visits	reports and related correspondence		destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 32-40**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	ABO program, equipment, and funding initiatives	correspondence, messages, and related records		
6	ABO and Survival Recovery Center (SRC)	procedures for operating the SRC, checklists to implement operability measures, list of SC4 services, training allocations, and related records	at installation air base survivability offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
7	ABO exercises	records related to planning, executing, analyzing, and evaluating ABO exercises/demonstrations	at HQ USAF	retire as permanent (note). AUTH: N1-AFU-90-8
7.01			at MAJCOMs and below	destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8
8	base Capability Acquisition Plan	plans which outline present status and future direction of ABO program	at HQ USAF and below	retire as permanent (note). AUTH: N1-AFU-90-8

NOTE: Transfer to National Archives in 5-year blocks when latest records are 25 years old.

TABLE 32-41**HONORS AND AWARDS (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards	reports, photos, maps and correspondence relating to award nominations	approved awards at HQ USAF/LG	destroy after 3 years or when no longer needed, whichever is later (See Note 2). AUTH: N1-AFU-90-3
2			approved awards at installations receiving award	destroy on submission of next annual entry or when no longer needed, whichever is later (See Note 2). AUTH: N1-AFU-90-3
3	civil engineering awards program	case files of annual submissions in Air Force CE units and flight awards, individual awards, design and construction awards, and outside agency awards and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 36-12).
2. Not authorized for retirement to federal records centers.

TABLE 32-42**HOUSING MANAGEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	furniture or appliances	jacket files, including request for issue or turn-in, temporary issue receipt, certificate of inventory, and related correspondence used to control the issue, exchange, and/or turn in of furnishings or appliances provided for tenants of economy or government quarters		destroy when new control records are prepared for subsequent occupants, or when furniture or appliances are disposed (See Note). AUTH: N1-AFU-90-3
2	quarters control	locator card forms used to control tenancy assignments and quarters vacancies		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3

NOTE: When a claim for damage, undue wear, or loss of property is pending, retain records until the claim has been satisfactorily cleared.

TABLE 32-43**PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	HQ USAF and below	destroy after 2 years. AUTH: N1-AFU-90-3
2	manpower	recommended, approved, or disapproved conversions, and upgrade/downgrade actions		destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3
3	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments		destroy after 1 year. AUTH: N1-AFU-90-3
4	contingency/operations plans	plans with related background material		destroy when superseded. AUTH: N1-AFU-90-3
5	readiness committee meetings	minutes of meetings		destroy after 2 years or when no longer needed, whichever is later (See Note). AUTH: N1-AFU-90-3

TABLE 32-43

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	reports	training reports, plans, objectives, results and recommendations		
7		Management Evaluation Inspection/Operation Readiness Inspection (MEI/ORI) inspection reports and results		
8		staff assistance visit reports and recommendations		
9		mobility status reports (PR team) condition reports		

NOTE: Not authorized for retirement to federal records centers.

33. Communications. These tables cover documentation pertaining to policies, procedures, standards, and operational doctrine for overall direction, planning, management, procurement, and operations functions of communications-computer systems, and Communications Security (COMSEC) material, cryptologic equipment, and TEMPEST. This includes radio frequencies, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, electronic warfare equipment (air and ground), automatic data processing, computer software, and the AF Military Affiliate Radio System (MARS).

TABLE 33-1

C4 SYSTEMS POLICY AND GUIDANCE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	C4 policy development	publications and documentation used in preparation of C4 systems policy	at HQ USAF and MAJCOMs	retire as permanent 2 years after superseded. AUTH: N1-AFU-95-2
2			not applicable AF- wide or MAJCOM- wide	destroy 7 years after superseded. AUTH: N1-AFU-95-2
3	Strategic Automated Information System (AIS) and C4 System plans	plans and documentation used in the preparation and distribution of the plan	at HQ USAF and MAJCOMs	retire as permanent 2 years after superseded. AUTH: N1-AFU-95-2
4	Reviews of operational C4 systems	documentation used to prepare for and perform C4 systems reviews, review decisions and taskings	at HQ USAF, MAJCOMs and systems management offices	destroy 2 years after system is no longer used. AUTH: N1- AFU-95-2

TABLE 33-2

C4I CAPABILITIES PLANNING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	C4I Capabilities Planning	publications and documentation used in the preparation and distribution of Planning Guidance and Technical Reference Codes	at HQ USAF	retire as permanent 2 years after superseded. (Note) AUTH: N1- AFU-88-26
2			at MAJCOMs and base	destroy 1 year after superseded. AUTH: N1-AFU-88-26
3	MAJCOM C4I Plans	plans and documentation used in the development of C4I architectures	at HQ USAF and base level	destroy 1 year after superseded. AUTH: N1-AFU-88-26
4			at MAJCOM (Note)	retire as permanent 3 years after superseded. (See Note) AUTH: N1- AFU-88-26
5	Base C4I Plans and Blueprints	documentation used in the preparation and distribution of plans and blueprints	at the host base	retire as permanent 3 years after superseded. (Note) AUTH: N1- AFU-88-26
6			at MAJCOM and activities other than those in rules 5 and 7	destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in the MAJCOM plans or when no longer needed, whichever is sooner. AUTH: N1- AFU-88-26
7			at servicing AFMC E-I activities	destroy 1 year after superseded. AUTH: N1-AFU-88-26
8	C4I studies	studies in the initiation, revision or deletion of an operation, system, or facility	at MAJCOM and above	destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed. AUTH: N1-AFU-88-26
9			below MAJCOM	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-26

NOTE: Transfer to National Archives in 5 year blocks when latest records are 25 years old.

TABLE 33-3

REQUIREMENTS BOARD

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Communications-Computer Systems Requirements Board (CSRB) and other C4I Requirements Approval bodies	agenda, minutes of meetings, and related documents	at OPR	destroy after 2 years. AUTH: N1-AFU-90-3
2			at other than OPR	destroy after 1 year or when no longer required, whichever is longer. AUTH: N1-AFU-90-3
3	communications-computer systems requirements documents (CSRD)	documents used to describe the required capability, justify the need, and serve as the validation and approval documents for the need	at operating activity	destroy 1 year after system satisfying the requirement has been decommissioned. AUTH: N1-AFU-88-7
4			at other activities	destroy 6 months after completion and acceptance of the installation or project is cancelled (test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for analysis of test and performance will be destroyed when no longer needed) or when no longer necessary, whichever is later. AUTH: N1-AFU-88-7
5		disapproved programming documents and related documentation		destroy 1 year after disapproval. AUTH: N1-AFU-88-7
6		cancelled programming documents and related documents		destroy 1 year after cancellation. AUTH: N1-AFU-88-7
7		documents relating to communications service leasing		use appropriate rules in table 33-16. AUTH: N1-AFU-88-7
8		documents relating to requirements for only software development or changes		use appropriate rules in table 33-14. AUTH: N1-AFU-88-7
9		documents relating to telephone credit or calling cards		use appropriate rules in table 33-14. AUTH: N1-AFU-88-7

TABLE 33-4

PROGRAM MANAGEMENT AND ACQUISITION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program status reports	controlled and uncontrolled reports related to a specific program or several programs		destroy upon completion of program or when superseded, whichever is sooner. AUTH: N1-AFU-88-7
2	equipment lists, and technical publications (See Note 1)	standard facility lists, standard installation instructions, technical publications with supporting documents	at OPR	destroy after facility removal or system termination. AUTH: N1-AFU-88-7
3			at other than OPR	destroy when superseded or rescinded, or when no longer needed. AUTH: N1-AFU-88-7
4	automation equipment title transfer	letter of agreement between automation equipment vendor and AF activity, indicating transfer of title of an item of government-owned automated equipment for a like item of contractor-owned automated equipment		destroy 5 years after facility removal or system termination. AUTH: N1-AFU-88-7
5	hardware selection	specifications for hardware, software, and vendor support capabilities		destroy 2 years after specific configuration of equipment is discontinued. AUTH: N1-AFU-88-7
6	concepts of operations, engineering, logistics, and maintenance	broad outlines of how system will be used and how logistics and maintenance support will be provided after commissioning and deployment		use table 33-4, rule 16. AUTH: N1-AFU-88-7

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	facility documentation.	documents showing what, where, and how equipment is installed or planned to be installed, including installation records/drawings, program documents, interim records, and base records, and also includes, as appropriate, one copy of program maintenance manual, system specifications, functional description, requirements document, data base specifications, program specifications, test and implementation plan test analysis report, operations implementation/conversion documentation, computer operation manual, operations one-time documentation, user implementation/conversion documentation, user manual, user one-time documentation, development center user documentation, prepared in support of each phase within the life cycle of the ADS and are a part of the project folder that provides ADS background information to the development center responsible for the system (See Note 2)	at the facility operating activity	if the system is being transferred to another AF facility to accomplish the same functions, send pertinent documentation to the gaining activity and destroy the remaining documentation. Destroy individual records when they are superseded or obsolete. AUTH: N1-AFU-88-19
8				if the system is being transferred from AF jurisdiction due to decommissioning or declared excess, send all vendor-provided documentation and equipment maintenance records to the gaining activity, and destroy the remaining documentation. Destroy individual records when they are superseded or obsolete. AUTH: N1-AFU-88-19
9			at all other activities	destroy when superseded or obsolete or when no longer needed. AUTH: N1-AFU-88-19
10		master copies of site-adapted	at activity having	file after completion of

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		communications drawing records for AF bases/sites and miscellaneous related documents	engineering/installation responsibility	project and destroy miscellaneous documents when superseded or obsolete. Master copies of site adapted drawing records for inactive bases/sites will be sent to acquiring activity at the time of release from caretaker status. AUTH: N1-AFU-88-19
11	project file	a formatted engineering and installation plan that provides installation standards, objectives, and performance predictions; a detailed resume of support construction; a listing of materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures; and test guidance for the installation team.		destroy original (master) project file 2 years after program completion or cancellation. AUTH: N1-AFU-88-19
12			copies at facility operating location	destroy after completion of the program or cancellation, whichever is later. AUTH: N1-AFU-88-19
13			base wire cable projects at facility operating location which is serviced by commercial telephone company	destroy 1 year after final billing. AUTH: N1-AFU-88-19
14			at supply activities	see table 23-2. AUTH: N1-AFU-88-19
15			at all other activities	destroy 6 months after completion and acceptance of the installation or project is cancelled (test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				analysis of test and performance will be destroyed when no longer needed). AUTH: N1-AFU-88-19
16	program engineering files	documentation relating to the performance of systems and scheme engineering that are not included in the formal scheme package, such as survey reports; studies comparing present and proposed systems; evaluation of alternative sites or methods; systems analysis; cost analyses, design plans, calculations, and predictions of facility/system performance; logs and other recordings of measured parameters; progress reports; management actions; cancellation notices; requests for technical and site data; and other source material	at organizations having program engineering responsibilities	destroy 2 years after program completion or cancellation of the system or project. AUTH: N1-AFU-88-19
17	contract services funding	fund forecast reports		destroy after 1 year. AUTH: N1-AFU-88-19
18		approved individual fund requests and related documentation		destroy 2 years after acceptance of the installation. AUTH: N1-AFU-88-19
19		disapproved individual fund documentation		destroy after 1 year. AUTH: N1-AFU-88-19
20	Communications-Computer Systems Program Plan (CSPP) (including Test and Evaluation Master Plan)	a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support	at HQ USAF and MAJCOMs	destroy when no longer needed. AUTH: N1-AFU-88-19
21			at facility operating activities and base communications offices	destroy after facility removal or system termination. AUTH: N1-AFU-88-19
22			at other support activities	destroy when no longer needed. AUTH: N1-AFU-88-19
23	implementation directives	Communications-Computer Systems Directives (CSD) and related material to provide directional guidance for the implementation of approved CSRDS	at base communications-computer systems offices where implementation will take place	destroy after facility removal or system termination. AUTH: N1-AFU-88-19

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
24		Program Management Directives (PMD) and related material to provide direction and guidance for the implementation of approved CSRDs	at all other activities	destroy when no longer needed. AUTH: N1-AFU-88-19
25			at HQ USAF and MAJCOM PM levels	hold with associated program documents and destroy when no longer needed. AUTH: N1-AFU-88-19
26			at implementation locations	destroy after facility removal or system termination. AUTH: N1-AFU-88-19
27			at all other activities	destroy when no longer needed. AUTH: N1-AFU-88-19
28	system tests	master input add/delete cards; unique program object decks; program status cards; problem status cards; file update cards; scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered; computer listings and reports used for testing purposes and analysis for accuracy of processing; test input cards and purpose cards required to accomplish ESTs and special tests	an approved system	destroy 1 year after discontinuance of the system. AUTH: N1-AFU-88-19
29			a disapproved proposed system	destroy 1 year after final action. AUTH: N1-AFU-88-19
30		Difficulty Reports (DIREP) (AF Form 1815), incident reports, system deficiency or discrepancy reports, and supporting documents	invalid	destroy when no longer needed. AUTH: N1-AFU-88-19
31			valid reports which constitute a systems deficiency notification	
32			for vendor-supplied software systems/routines	destroy when obsolete or no longer needed. AUTH: N1-AFU-88-19

NOTE(S):

1. Use table 37-9 for technical orders.
2. Documentation described here should not include documentation covered by other tables and rules (record sets of publications, record copy of data automation requirement).

TABLE 33-5**PROJECT IMPLEMENTATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	data elements and codes standardization	AF Forms 247 and supporting records associated with all data standardization programs for ADS/ADPS, and supporting records on DOD standard data elements and codes, other federal or national agencies standardization requests and justification for data systems	maintained as background/research material	destroy 3 years after data element or code is cancelled or terminated. AUTH: N1-AFU-90-3
2			copies of approved requests maintained by originator	destroy after 2 years or on publication of the data elements and related features, whichever is sooner. AUTH: N1-AFU-90-3
3			disapproved requests	destroy after 2 months. AUTH: N1-AFU-90-3

TABLE 33-6**MILITARY AFFILIATE RADIO SYSTEM (MARS)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	membership		at HQ AFCC, MARS Director, and area/region MARS Directors exercising approval authority	destroy on each renewal or 1 year after termination of membership. AUTH: N1-AFU-90-3
2			at MARS stations	destroy on termination of membership. AUTH: N1-AFU-90-3
3	station certificates			return to the cancelling authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3
4	identification cards			return to the issuing authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3

TABLE 33-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	superseded identification cards			destroy old card when superseded. AUTH: N1-AFU-90-3
6	MARS personnel notification	forms of assignments, change of status, transfer or termination of membership		destroy on reassignment or termination of membership. AUTH: N1-AFU-90-3
7	Air National Guard/United States Air Force Reserves (ANG/USAFR) high frequency (HF) radio training participation data	summaries of weekend ANG/USAFR unit training data		destroy after 3 months. AUTH: N1-AFU-90-3
8	MARS repeater application and registration records	initial applications for authority to operate a MARS repeater, and for annual registration		destroy 1 year after completion or annual registration. AUTH: N1-AFU-90-3
9	MARS member station questionnaires (transcribed)	forms and related records used for assigning a station to the component (traffic system, base support, etc.) most needed		destroy when information is transcribed on cards or tapes. AUTH: N1- AFU-90-3
10	MARS member station questionnaires	information which has not been transcribed on cards or tapes		destroy when superseded, when member is transferred or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape. AUTH: N1-AFU-90-3
11	membership system data cards			destroy when superseded or obsolete. AUTH: N1-AFU-90-3
12	membership system printout			destroy when obsolete or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
13	MARS messages		at MARS stations	destroy after 3 months. AUTH: N1-AFU-90-3
14	operations records	MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc.		destroy after 3 months. AUTH: N1-AFU-90-3
15	MARS quarterly	hours of MARS membership		destroy after 1 year.

TABLE 33-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	activity report	participation		AUTH: N1-AFU-90-3
16	appointment of base MARS Director	letters of appointment or special orders		destroy upon change of base MARS Director. AUTH: N1-AFU-90-3
17	MARS broadcasts	copies of weekly broadcasts, used to disseminate information and general instructions to MARS stations		destroy after 6 months. AUTH: N1-AFU-90-3
18	responsibility of base MARS station	station task list		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
19	MARS property acquired under excess/surplus property program	issue and shipping documents on MARS property	at MARS inventory control point	transfer to staging area 1 year after calendar year in which transaction occurred where it is destroyed after 2 more years. AUTH: N1-AFU-90-3
20	MARS property accountability	DD Form 1150 receipts, transfers, and cannibalizations that show where property is located for custodial responsibility and are placed in members' records		destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued. AUTH: N1-AFU-90-3

TABLE 33-7**GENERAL OPERATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Defense Information Systems Agency (DISA) evaluation reports	copies of DISA operational evaluation reports of AF operated DISA communications stations, with related correspondence	at HQ USAF and MAJCOMs	destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1- AFU-88-1
2			below MAJCOM	destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1- AFU-88-1

TABLE 33-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	summary control statement	a narrative and statistical summary of status and progress of principal programs and objectives		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-1
4	statistical data requests	forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing Information Processing Centers background for the program file, and to control the work flow.	approved requests	destroy on discontinuance of the program AUTH: N1- AFU-88-1
5			disapproved requests	destroy 3 months after disapproval. AUTH: N1-AFU-88-1
6	site environment	daily or weekly thermometer/hygrometer recordings		destroy 3 years after superseded or destroy 90 days after the system is released from US Government inventory, whichever is sooner. AUTH: N1-AFU-88-1
7	reuse and disposition of excess ADPE	records that pertain to the redistribution, reuse, and disposition of automation equipment		destroy after 5 years. AUTH: NN-170-33
8	ADPE accountability	contractor invoices	maintained by equipment control officer (ECO)	destroy after 3 years. AUTH: N1-AFU-88-1
9			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
10		physical inventory and general ledger account code (GLAC) reconciliation	maintained by equipment control officer (ECO)	destroy after 3 years. AUTH: N1-AFU-88-1
11			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
12		ADP Equipment Inventory Report (RCS: HAF-SCP(M)7104)	maintained by equipment control officer (ECO)	destroy after preparation of next report. AUTH: N1- AFU-88-1
13			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
14		related documents concerning the management of ADPE, such as AF Form 782, Equipment Order; DD Form 1155, Delivery Order; equipment control officer (ECO) and custodian accountability certification; maintenance agreement; etc.		

TABLE 33-8

INFORMATION PROCESSING CENTER (IPC) OPERATIONS (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	messages originated	originator's message copy and hard page copy of transmitted message		destroy after 1 month (EXCEPTION: automated IPC message sections, destroy after 10 days, provided history tapes exist) (See Notes 2 and 3). AUTH: N1-AFU-88-9
2	message history tapes	history tapes of originated and received messages		destroy after 1 month. AUTH: N1-AFU-88-9
3	header card data	data pertinent to data pattern messages, including data message forms, but excluding message text		destroy after 1 month (magnetic tapes will be returned to originator for reuse) (See Notes 2 and 3). AUTH: N1- AFU-88-9
4	header/end of transmission	printout records pertinent to MTMS message traffic		
5	messages received	hard page copies and header card data	not retrievable from message history tapes	destroy after 1 month (See Notes 2 and 3). AUTH: N1-AFU-88-9
6			retrievable from message history tapes	destroy after 10 days (See Notes 2, 3, and 7). AUTH: N1-AFU-88-9
7		journal printout records of received messages		destroy after 1 month. AUTH: N1-AFU-88-9
8	multipoint circuit messages	hard page copies of messages received on multipoint circuits not for that station		destroy after 24 hours, provided adequate control records are maintained. AUTH: N1-AFU-88-9
9	paper tapes	paper tape used for message transmission		
10	text of data pattern messages			destroy after 10 days (See Notes 2 and 4). AUTH: N1-AFU-88-9
11	magnetic tape reels	recorded messages received from originator		return to originator after 10 days (EXCEPTION: if no sufficient tape reels are available, retention period may be reduced to 72 hours) (See Note 2). AUTH: N1-AFU- 88-9

TABLE 33-8**Continued. (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	operational control records	logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment); maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar documents		destroy after 1 month (See Notes 5 and 6). AUTH: N1-AFU-88-9
13	IPC message section performance records	records on channel loads, speed of service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records, and similar records		destroy after 6 months. AUTH: N1-AFU-88-9
14	alternate routing/channel parameter	alternate routing plans, routing indicator listings, channel parameter listings, and similar records		destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-88-9
15	general messages addressed to the IPC message operations	hard page copy of message addressed to and retained by IPC message section; e.g., JAFPUBs, DCSRELSTA, ALMILACTS, etc.		destroy when superseded or cancelled by issuing authority. AUTH: N1-AFU-88-9
16	general service messages originated	hard page copies retained by originating/transmitting IPC message section		destroy after 1 month (See Note 3). AUTH: N1-AFU-88-9
17	customer agency general messages	hard page copies retained by the receiving IPC message section on which they are not an addressee, but which are used to provide distribution to customer agencies/activities served; e.g., ALPERSCOM, ALSAFECOM, ALAFCOM, etc.		
18	general message record	logs to show receipt and distribution of general messages		destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later (See Note 6). AUTH: N1-AFU-88-9
19	tracer action case	messages and related correspondence		destroy 1 year after case

TABLE 33-8

Continued. (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	files	pertaining to all actions taken to trace message		is closed. AUTH: N1-AFU-88-9
20	magnetic media library documentation	magnetic media not covered elsewhere in this table	in IPC message section	see table 33-10. AUTH: N1-AFU-88-9
21	computer-sharing reports	quarterly reports of ADP service provided to another agency or obtained from a commercial source (IRCN 1106)(GSA-AN)		destroy after 3 years. AUTH: N1-AFU-88-9
22	systems design specifications for systems for which related magnetic media data is authorized for blanking	records containing operating procedures for implementation of a specific data system, including details of computer technique logic charts and input/output document flow data	at IPCs	destroy after final magnetic media records produced by system have been blanked. AUTH: N1-AFU-88-9
23	systems design specifications for systems for which related magnetic media data is not authorized for blanking			retain with the related magnetic media. AUTH: N1-AFU-88-9
24	automation equipment use and maintenance	forms or cards equipment operators complete relative to machine use, nonuse, or maintenance		at other than IPCs
25			destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-9	
26		daily detail cards, intermediate summary decks, related magnetic files, and machine listings	destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-88-9	
27		monthly summary of cost and use reports, card decks, magnetic tape files, and machine listings	at IPCs	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-9
28		cards, magnetic tapes, and associated machine listings produced from the monthly summaries		destroy when no longer needed. AUTH: N1-AFU-88-9
29		monthly summaries of ADPE cost and use report, EDPS by application and hours of use reports, card decks, tape files, and associated machine listings		at IPCs
30			at MAJCOMs and intermediate	destroy after 2 years. AUTH: N1-AFU-88-9

TABLE 33-8**Continued. (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31			commands at HQ USAF	destroy after 1 year. AUTH: N1-AFU-88-9
32		analysis of annual history of maintenance actions and costing vendor alternative maintenance approvals		use table 33-4, rules 7, 8, or 9, as appropriate. AUTH: N1-AFU-88-9

NOTE(S):

1. The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this table.
2. Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.
3. In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.
4. When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies, providing that magnetic tape data pattern formatted messages transmitted by circuit switch and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.
5. Dual purpose forms used as an integral message register may be destroyed after 1 month. However, when the form is used as a message traffic receipt (accountability records) between recipient and the IPC message section, then the form must be retained for 2 years, per table 31-4.
6. General message records may be filed in the same folders as the related messages. In such instances, apply procedures in AFR 37-123.
7. The communications-computer systems unit chief of operations may extend the retention period to 30 days when deemed necessary.
8. Maintain DD Form 1503 for 120 days. Information must be stored on magnetic media (floppy disk) and paper copy destroyed.

TABLE 33-9**TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING DOCUMENTS.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	telephone and telegraph credit cards or calling cards	forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards or calling cards		destroy 1 year after cancellation of credit or calling card. AUTH: N1-AFU-87-42
2		credit cards or calling cards		send cancelled card to the activity initiating the communication service authorization. AUTH: N1-AFU-87-42

TABLE 33-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	operations control records	performance evaluations, station activity records, report of customer complaints and inquiries, traffic samples, and records of trouble reports		destroy after 1 year. AUTH: N1-AFU-87-42
4	confidentiality statement	statements signed by telephone operators that they are acquainted with the confidential nature of their work		destroy 1 year after termination of duty as switchboard operator. AUTH: N1-AFU-87-42
5	telephone directories	record set of each published directory (including staff directories), with all background material	at issuing activities	destroy when superseded or obsolete. AUTH: N1-AFU-87-42
6		consolidated card deck or manuscript from which directory is compiled, and cards or manuscript pertaining to specific persons or activities		
7	unofficial telegraph services	telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records		destroy 6 months after cutoff. AUTH: N1- AFU-87-42
8		daily cash record (telegraph), cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records		
9	telephone toll calls	toll tickets and reports of authorized calls (AF Form 1072)	at organizations in the CONUS	destroy when no longer needed. AUTH: N1- AFU-92-8
9.01	(RESERVED)			(RESERVED)
10	telephone, telegraph, telautograph and nontactical radio accounting records	vouchers (except toll tickets; see rule 9), with all background material	at organizations in the CONUS	destroy after 2 years. AUTH: N1-AFU-92-8
10.01	(RESERVED)			(RESERVED)

TABLE 33-10**SWITCHING CENTER OPERATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Logs and Statistics	master station log (DD Form 1753), leased ASCs, ASC configuration log (DD Form 1751), government owned ASCs configuration stats, ASC equipment outage log (DD Form 1756)	at automatic switching centers (ASCs), semiautomatic and manual relay centers, and automatic digital weather switches (ADWS)	destroy 5 months after monthly cutoff. AUTH: N1-AFU-87-39
2	recovery records (DD Form 1757)			destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39
3	operations control records	circuit status logs (DD Form 1776), intercept logs (DD Form 1754), alternate routing records (DD Form 1755), service messages and logs (DD Forms 1765 and 1766), on-line/off-line work request control logs (DD Forms 1770 and 1778), magnetic tape library inventories (DD Form 1774), shift supervisor checklist (DD Form 1752), high precedence message logs, message and channel number sheets, circuit number sheets, and similar records		destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
4	routing plans/indicator/channel listings	alternate routing plans, routing indicator listings, channel parameter listings, and other related records		destroy when superseded or no longer needed. AUTH: N1-AFU-87-39
5	service interruption/auxiliary records	service interruption messages, auxiliary line equipment reports, and related records		destroy 1 year after monthly cutoff. AUTH: N1-AFU-87-39
6	message transmission monitor tapes			at semiautomatic and manual relay centers
7	magnetic tape library purge record (DD Form 1771)	labels and related forms not covered elsewhere in this table	at ASCs, ADWS, and Information Processing Center message sections	retain for 1 year, then destroy. AUTH: N1-AFU-87-39
8	tape labels		destroy with purge of related tape or other magnetic tape. AUTH: N1-AFU-87-39	

TABLE 33-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	magnetic tape library transaction record and perpetual history (DD Form 1772)			destroy initial and current form when tape is destroyed unless used as a destruction record, after 1 year for other forms (note 2). AUTH: N1-AFU-87-39
10	tape failure report (DD Form 1758)			destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39
11	history tape log (DD Form 1777) and magnetic tape log "B" (DD Form 1779)			destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
12	history "A" tape (DD Form 1759)			destroy after 1 month, or when no longer needed, whichever is later. AUTH: N1- AFU-87-39
13	history "B" tape (DD Form 1760)			destroy after 11 days, or when no longer needed, whichever is later (See Note 3). AUTH: N1- AFU-87-39
14	overflow (OVF), tape (DD Form 1761), intercept (IC) tape (DD Form 1762) and retrieval tape (DD Form 1763)			purge after read in. AUTH: N1-AFU-87-39
15	program library tapes (PLT) or house operating (HOP) tapes (DD Form 1775)			hold current and last preceding tapes (See Note 4). AUTH: N1- AFU-87-39
16	work tapes (DD Form 1764)			purge when job is completed. AUTH: N1-AFU-87-39
17	header extract tapes (DD Form 1768)			purge after analysis is completed. AUTH: N1-AFU-87-39
18	history tapes of transmitted messages		at ADWS	purge after 15 days. AUTH: N1-AFU-87-39
19	line save tapes			purge after 15 days or when no longer needed, whichever is sooner.

TABLE 33-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AUTH: N1-AFU-87-39
20	interlace/suspected interlace case files	records pertinent to investigations regarding the occurrence of interlace or suspected interlace messages	at ASCs	destroy 1 year after case is closed. AUTH: N1- AFU-87-39
21	general messages	tape file maintained for retransmission purposes	at manual relay centers	purge after 14 days. AUTH: N1-AFU-87-39
22	general message card deck	card deck of hard page copies which are addressees; e.g., Joint Army-Air Force Publications (JAFPUBs), Defense Communications Systems Relay Stations (DCRELSTAs), etc.	at ASCs, semiautomatic and manual relay centers	destroy when superseded or cancelled by the issuing authority. AUTH: N1- AFU-87-39
23	general message log (DD Form 1769)			destroy after all general messages for the calendar year have been cancelled or superseded (See Note 5). AUTH: N1-AFU-87-39
24	tracer action case files			destroy 1 year after case is closed. AUTH: N1- AFU-88-39
25	monitor printer and high speed printer output products	message traffic, magnetic tape and peripheral device printouts; system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configuration statistics and similar computer products		destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
26	tributary files	an individual file for each connected tributary containing telecommunications service requests (TSRs), telecommunications service orders (TSOs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment problems; and other related records	at ASCs, semiautomatic and manual relay centers, and ADWS	destroy 1 year after tributary deactivation. AUTH: N1-AFU-87-39
27	communications operations (COMOPs) summaries			destroy after 1 year. AUTH: N1-AFU-87-39

NOTE(S):

1. The term "destroy" in column D, when it is related to a magnetic media, means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.
2. This form will be destroyed after 2 years when used as a record of destruction as outlined in AFI 10-1102.

3. Retain for 30 days plus current day if history "A" tape is bad.
4. Older tapes may be retained until no longer needed.
5. These logs may be filed in the same folders as the related general messages. In this instance, procedures prescribed in AFMAN 37-123 apply.

TABLE 33-11
RADIO STATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	master station logs	records of events within the station		destroy after 3 months. AUTH: N1-AFU-90-3
2	air/ground or point-to-point logs	records of activity at the operating position		destroy after 1 month. AUTH: N1-AFU-90-3
3	radio circuit operations records	transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message/contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages and forms used in circuit operations		destroy after 1 month. AUTH: N1-AFU-90-3
4	recorder tapes	recordings of air/ground or point-to-point communications by electrical means		erase after 30 days and return tape to library for reuse. AUTH: N1-AFU-90-3
5	mission related documents	itineraries, special communications support messages and communications alert/activation messages		destroy after 30 days, or on completion of mission, whichever is later. AUTH: N1-AFU-90-3
6	equipment/circuit outages	logs or forms		destroy when equipment or circuit is returned to operation, or after 3 months, whichever is later. AUTH: N1-AFU-90-3
7	station activity reports	records of station activity, traffic count/analysis, frequency usage and station personnel status		destroy after 1 year. AUTH: N1-AFU-90-3
8	aircraft accident or loss of human life	all records described in rules 1 through 7 above		destroy on completion of investigation, or after 6 months, whichever is later. AUTH: N1-AFU-90-3

TABLE 33-11**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	emergency, contingency or mobile operations records	communications support in other than routine circumstances		destroy on completion of after action report, or after 6 months, whichever is later. AUTH: N1-AFU-90-3
10	training for reserve forces	accumulated during unit training assemblies		destroy after 3 months. AUTH: N1-AFU-90-3

TABLE 33-12**FREQUENCY MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	radio frequency listings/authoriza- tions	radio frequency listings/authorizations		destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41
2	permanent frequencies	any data relating to permanent frequency actions		
3	temporary frequencies	any data relating to temporary frequency actions		
4	propagation records	Air Force Global Weather Center (AFGWC) reports and other propagation data not filed as part of a frequency action under rules 2 and 3		
5	allocation records	any data relating to frequency allocations for equipment (DD Form 1494 and related documents)		
6	electronic countermeasure (ECM)	any data relating to ECM when not filed according to rules 2, 3, 4, and 5 above		
7	electromagnetic compatibility (EMC) and radio frequency (RF) engineering studies	any data relating to EMC and RF engineering studies when not filed according to rules 2, 3, 4, and 5 above		
8	frequency management support records	any records relating to national or international frequency management activities and technical and/or reference material that support frequency management functions		

NOTE: For exercise schedules, see Table 37-14; for exercises in general, see Table 10-3; for meaoning intrusion, jamming, and interference (MIJI) records, see Table 33-13.

TABLE 33-13**MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	meaoning, interference, jamming, and intrusion (MIJI) records	daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports	at action offices	destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2			at subordinate units	destroy after 6 months, or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
3	MIJI annual summary	record copy of annual summary of selected MIJI incidents and their evaluation performed during the past year	at publications branch at action agency	retire as permanent to HQ AIA Special Intelligence Central Repository (See Note). AUTH: NC1-AFU-78- 11
4		all other copies		destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 33-14**SOFTWARE AND DOCUMENTATION (see notes 1 & 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	system software case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical visits, conferences, evaluations, results and conclusions; technical documentary reports, management reports on design and development efforts and engineering services; management task control numbers (MTCN) and related correspondence; operating reports, e.g., progress management and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including preliminary and critical design review project record books; formal documentation	at the OPR for tasked system from the initiation through design, development, testing and maintenance	destroy 2 years after disapproval or discontinuance of system or when no longer needed, whichever is later. AUTH: N1-AFU-87-40
2			at supporting, participating, testing or other activity not having prime responsibility	destroy when superseded obsolete, or no longer needed whichever is later. AUTH: N1-AFU-87-40
3	management task control	opening and closing statements, related cost analysis, software requirements, studies and change requests	at the project management office (PMO) or the configuration control office (CCO)	destroy 5 years after task closing. AUTH: N1-AFU-87-40
4	computer products			upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated documentation (three sequential assemblies and documentation) and purge or destroy all other data. AUTH: N1-AFU-87-40

TABLE 33-14

Continued. (see notes 1 & 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	program releases and changes	emergency programming actions, design control numbers, program software control numbers, offline design changes, software patches, revisions, receipts, certifications and related explanatory and supportive records		destroy when superseded, obsolete or no longer needed, whichever is later. AUTH: N1-AFU-87-40
6	input specifications	detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each	for systems for which the related magnetic media data is authorized for blanking	destroy at time final magnetic media records produced by system have been scratched. AUTH: N1-AFU-87-40
7			for systems for which the related magnetic media data is not authorized for blanking	hold with the related magnetic media. AUTH: N1-AFU-87-40
8	output (report forms) specifications	detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings		destroy on termination of system. AUTH: N1- AFU-87-40
9	printed final report	statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic media data		hold one copy of the printed report with related file specifications AUTH: N1-AFU-87-40
10	program tape or disk pack	tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem	updated	dispose after third update cycle AUTH: N1-AFU-87-40
11			the last update of specific ADP application used in a terminated system	dispose after agency exhausts use of tape (See Note 7). AUTH: N1-AFU-87-40
12			required in audit trail	dispose of in

TABLE 33-14**Continued. (see notes 1 & 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			(See Note 5)	accordance with functional guidelines provided by GAO. AUTH: N1-AFU-87-40
13	magnetic media library control/transaction records	card decks and magnetic media files		destroy card decks and dispose of magnetic media after the fourth update cycle is created. AUTH: N1-AFU-87-40
14		machine listings		destroy after 3 months. AUTH: N1-AFU-87-40
15		transaction slips		destroy after 3 months or when no longer needed, except table 31-4, rule 2, applies when the slips serve to account for classified matter. AUTH: N1-AFU-87-40

NOTE(S):

1. Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
2. Also see Table 37-18.
3. The terms dispose and destroy in column D means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.
4. Dispose of publications according to Table 37-7.
5. Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive for long-term storage and there is usually a backup copy of the system on magnetic tape. In these cases, the tape copy of the program together with all relevant documentation may be used in lieu of the disk pack version. Either source or object versions of the system may be used for this purpose.
6. Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.
7. Registered or unregistered programming disks are used to initially load the program into your computer, such as WordStar, Enable, RIMS, etc., and contain no data or files. When the program is updated, or determined that it is no longer needed, contact Small Computer Technical Center (SCTC) personnel for disposition procedures for the programming disks IAW Defense Automation Resources Management Manual, DOD 7950.1-M.

TABLE 33-15

TECHNICAL CONTROL FUNCTIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	history folder (circuit, trunk link, route or system history)	records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test date (DD Form 1697); technical evaluation program reports (TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material	at terminal stations and other designated control stations (circuit control office, facility control office, etc.)	destroy when superseded or 6 months after deactivation, whichever is sooner, except quality control test records which will be destroyed when replaced with the next like test record (See Note 1). AUTH: N1- AFU-87-38
2			at other than terminal stations and designated control facilities	destroy after 1 month or when no longer needed, whichever is later. AUTH: N1- AFU-87-38
3	technical control operations	quality control test schedules, reporting guides, circuit/trunk directories; DCA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441); fault isolation charts/diagrams; and related products	retained in TCF for 1 month and in a reference file for 11 months	destroy when superseded, except DD Form 1441, which will be retained for 6 months after circuit deactivation, then destroy. AUTH: N1- AFU-87-38
4		operational direction/coordination messages (ODM/OCM), record of HF frequency use/changes, and related products		destroy after 1 year. AUTH: N1-AFU-87-38
5		master station logs (DD Form 1753)		
6		master clock logs (DD Form 1700)		destroy after 3 months. AUTH: N1-AFU-87-38
7	outage	outage/restoration records; work orders; equipment test records; outage summaries; and related records including DD Forms 1443, 1445, and 1698	retained in TCF for 1 month and in a reference file for 11 months	destroy after 1 year. AUTH: N1-AFU-87-38
8	performance reports and worksheets	PMI and follow-up reports, PMP data collection worksheets, and other related worksheets		destroy 3 months after monthly cutoff. AUTH: N1-AFU-87-38
9		in-service QC worksheets and other related worksheets		destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38

TABLE 33-15**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10		communication/test equipment QC worksheets		retain current and previous three test results. Destroy others when they are no longer needed. AUTH: N1-AFU-87-38
11	status reports	reports on status of systems, circuits, and equipment including DCAC 310- 55-1 Feedback Reports and DCAC 310-55-1 Reports		destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38
12	general messages	messages addressed to and retained by the TCF (DEFSTA/DINSTA, etc.		destroy when superseded or cancelled (See Note 2). AUTH: N1-AFU-87-38
13		general message record or log used to record receipt of general messages		destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page, whichever is sooner (See Note 2). AUTH: N1-AFU-87-38
14	coordination circuits	monitor logs		destroy after 1 month. AUTH: N1-AFU-87-38

NOTE(S):

1. Out of service Q.C. testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results, and the current QUARTERLY test results.
2. Records identified in rule 13 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFMAN 37-123 apply.

TABLE 33-16**DEPLOYMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then

TABLE 33-16**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	deployment of combat communications units (including ANG)	requests for deployment, mission directives, frag orders, MAJCOM validation messages, deployment directives, orders or reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission.		destroy 2 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2			at tasked units	destroy 4 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	deployment preparation	unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	deployment support	any of the above records pertinent to deployments in support of tests, maneuvers, war games, and similar exercises		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 33-17**MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	official record photographs (See Note 1)	Record photograph, original negatives or transparencies and captions, audiovisual caption (AF Form 397), and related data		send per AFI 33-117, Vols V and VI, to 1361 Audiovisual Squadron, AAVS (AMC) (See Note 2). AUTH: N1-AFU-88-47
2	photographs made a part of a project file, report, or similar group of records			retire or dispose of with records of which they have made a part. AUTH: N1-AFU-88-47
3	original negatives (See Note 3)	negatives from which prints have been submitted with unsatisfactory damage, accidents, and similar reports		destroy after 1 year. AUTH: N1-AFU-88-47

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		negatives and extra prints of photographs of AF officers	not at base photographic laboratories	destroy on death or retirement of the individual AUTH: N1- AFU-88-47
5			at base photographic laboratories	destroy after 1 year (See Note 4). AUTH: N1-AFU-88-47
6			of local commanders, inspectors, and other key personnel	destroy when individual is retired, relieved, or reassigned, or when purpose has been served, whichever is sooner. AUTH: N1- AFU-88-47
7		negatives and extra prints of photographs other than officers, e.g. local individuals requiring recognition or identification, senior enlisted advisor, complaints NCO, DECA advisory board member, etc.		destroy when no longer needed. AUTH: N1- AFU-88-47
8		negatives of photographs of purely local interest made for public relations use		
9		negatives which are valueless due to faulty photography or, because of similarity, are considered to be duplications		
10	original negatives or prints produced in training or practice (see note 5)	subject matter not desired for record		
11	duplicate negatives or prints			
12	photographic work orders	Visual Information Support Request (AF Form 833) and related records		destroy 1 year after monthly VI Support Center Workload report is prepared. AUTH: N1-AFU-91-5
13	base visual information support	Visual Information Support Center Workload Report (AF Form 1340)	at preparing activities	destroy after 2 years. AUTH: N1-AFU-88-47
14			at MAJCOM VI manager (See Note 6)	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-47
15	in-service project records	records pertaining to assignment of AF units for photography, requests for photography, letters of assignment,	at HQ AAVS staff offices and below major subordinate	destroy 2 years after completion of project. AUTH: N1-AFU-88-47

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		photographic assignment data (AF Form 398), and related records	commands	
16	record motion picture photography/video recordings	motion picture photography, videotapes, and related audio recordings		send per AFI 33-117, Vols V and VI, to the 1352 AVS, ATTN: DOD Motion Media Records Center (See Notes 7 and 8). AUTH: N1-AFU-88-52
17	educational television (ETV) official records			
18	visual information captions	AAVS Form 16, Video/Sound Captions	written records of the imagery and sound contained in motion media products	destroy when no longer needed. AUTH: N1- AFU-88-52
19		AAVS Form 25, Field MOPIC Camera/Sound Caption		destroy when information is transferred to AAVS Form 16. AUTH: N1- AFU-88-52
20	visual information documentation (VIDOC) motion media original and edited masters	motion picture and video camera original and edited master film and videotapes	at Aerospace Audiovisual Service (AMC) units	send per AFI 33-117, Vol VI, to HQ AAVS/DOOV, for review and refinement prior to submission to the DOD Motion Media Records Center. (See Notes 7 and 8). AUTH: N1-AFU-88-52
21	motion media visual slate	forms used to identify motion media coverage on film/videotape (AAVS Form 21)		destroy when superseded, obsolete, or no longer usable. AUTH: N1-AFU-88-52
22	official release prints, videotape copies, or videodiscs	all prints or duplicate videotape copies distributed through the AV Visual Information (VI) Library System per AFI 33-117		do not dispose of without authority of AF Central VI Library. AUTH: N1-AFU-88-52
23	copies of material which have been forwarded to the DOD Motion Media Records Center	master positives, duplicate negatives, or duplicate videotapes		destroy, salvage, or erase when no longer needed (except rule 22). AUTH: N1-AFU- 88-52
24	Nonvisual information/audiovis ual production local interest video recording/photograp	videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes, not governed by AFI 33-117		

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	hy			
25	film/video produced in testing film, photographic, video, or like equipment or in training photographers			
26	video/photography produced by other agencies	copies no longer useful or not pertinent to AF activities		
27	original photography/video which is unusable because of inferior quality			
28	film/video requiring emergency disposal			see AFI 37-138, paragraph 3.4. AUTH: N1-AFU-88-52
29	photographic artwork	drawings, animations, cartoons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written		salvage for other uses, or destroy after completion of project. AUTH: N1-AFU-88-52
30	visual information production files	in-house, commercial, and contract production records pertaining to preparation of complete motion picture and TV subjects for use in training, orientation, indoctrination, and public information and includes requests for production; outlines and/or treatment; final approved scripts, talent releases and cue sheets; reports on conferences, progress, status of performance; crew, travel and temporary duty; correspondence regarding production, final approval, initial print requirements production and production services contracts; supplemental agreements; change orders; authorizations for payment, notices of final payment of contracts; DD Forms 1995-1 and -2; production costs; DAVIS subject search printout and parameters; public clearance or exhibition requests and determinations; legal review certification	at DOD Motion Media Records Center, MAJCOMs, major subordinate commands, and AAVS units	destroy after useful life of the production (See Note 9). AUTH: N1- AFU-88-52
31	in-service project records	records pertaining to assignment of AF units for photography, varying	at HQ USAF/MAJCOMs/maj	destroy 20 years after production completion

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		from a few shots to several reels; requests for photography, messages/letters of assignment and project status reports (see rule 30 for preparation of complete subjects), pertinent message traffic, travel orders, captions, shipping documents, disposition information, and end product disposition	or subordinate commands	(See Note 9). AUTH: N1-AFU-88-52
32			at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project. AUTH: N1-AFU-88-52
33	instrumentation film videotape			see table 61-3. AUTH: N1-AFU-88-52
34	film/video salvage or destruction	records relating to the destruction or salvage of film, film strips, and videocassettes; i.e., notices or certificates of destruction	below major subordinate commands	destroy after 2 years. AUTH: N1-AFU-88-52
35			at DOD Motion Media Records Center	destroy after 5 years. AUTH: N1-AFU-88-52
36	film/video service request records	service project records, including initial requests for motion picture film and sound tapes, and related video records		destroy 2 years after closeout of film service project. AUTH: N1-AFU-88-52
37	acquisition records	accession forms, receiving records, and similar items indicating film subjects received and entered into the DOD Motion Media Records Center		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-52
38	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARA		
39	visual information control records	records used to control video and motion picture film within the DOD Motion Media Records Center such as film cutter records, footage reports, inventory change records, shelf lists, withdrawal records, shipping control records, and similar records		
40		locator cards, master cards, retention cards, classification/downgrading records		hold throughout the life of the DOD Motion Media Records Center. They have the same ultimate disposition as the records to which they pertain. AUTH: N1-AFU-88-52
41	records disposition	directives and schedules governing		destroy on

TABLE 33-17**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	schedule	motion picture film disposition		discontinuance of function or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-52
42	card catalogs and locator aids	project number cards and title cards (See Note 10)		hold until the film is destroyed or transferred to another agency (See Note 8). AUTH: N1- AFU-88-52
43		film number, subject, and categorical index cards and master archival records of films retained in the DOD Motion Media Records Center		
44	visual information production reports	AAVS Form 64, records of visual information (VI) production unit workload data relating to productions completed, manhours, services, manning, and cost	at preparing activities	destroy after 2 years. AUTH: N1-AFU-88-52
45			at HQ AAVS	destroy after 10 years. AUTH: N1-AFU-88-52

NOTE(S):

1. Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.
2. The 1361st Audiovisual Squadron collects and forwards to the DOD Still Records Media Center for accessioning. The DOD Still Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to the National Archives. Transfers should be chronological segments or within logical file arrangement. SAF/AAIQ provides disposition instructions on unaccepted transfers.
3. Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.
4. Exceptions: As specified in AFPAM 36-3628.
5. Do not retain photographs made as part of examinations or exercises before the completion of training courses in the student's permanent record.
6. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
7. Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.
8. The DOD Motion Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to National Archives. Transfers should be in chronological segments or within logical file arrangements. SAF/AAIQ provides disposition instructions on unaccepted transfers.
9. Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.
10. Retain duplicate copies until no longer needed.

TABLE 33-18**SOUND RECORDINGS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	sound recordings	those transcribed to paper records		erase or destroy immediately. AUTH: N1-AFU-90-3
2		those not transcribed to paper records		request disposition record material instructions, through channels, from SAF/AAIQ (See Note). AUTH: N1-AFU-90-3
3		transitory material		destroy when no longer needed. AUTH: N1-AFU-90-3
4	visual information production reports	AAVS Form 64, records of visual information production unit workload data relating to productions completed, manhours, services, manning, and cost	at preparing activities	see table 33-17, rule 44. AUTH: N1-AFU-90-3
5			at HQ AAVS	see table 33-17, rule 45. AUTH: N1-AFU-90-3

NOTE: The letter requesting disposition instructions will include a full description of the subject matter or event recorded, and the purpose for which the recording was made.

TABLE 33-19**VISUAL INFORMATION (VI) LIBRARY SERVICES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	library counter requests	Counter Request for Audiovisual (AV) Products/Equipment (AF Form 2017)	carbon copies at VI library	destroy 1 year after date of issue. AUTH: N1-AFU-89-12
2			originals at VI library or issuing activity	destroy or give to requester on return of product/equipment. AUTH: N1-AFU-89-12
3	library material requests	Request for VI Products (AF Form 2018)	carbon copies at VI library	destroy after receipt of product or notification of denial. AUTH: N1-AFU-89-12
4		AF Form 2018 (for unclassified productions)	originals at AF Central VI library sent by requesting activities and input into AUTOBOOK	destroy 3 months after receipt. AUTH: N1-AFU-89-12
5		AF Form 2018 (for classified productions)		destroy 1 year after receipt. AUTH: N1-AFU-89-12

TABLE 33-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	library product invoices	copy of AF Form 2018, when used as an invoice	carbon copies at regional VI library	destroy when return date is transcribed to other records. AUTH: N1-AFU-89-12
7		VI Loan Invoice (AF Form 2012)	at AF Central VI Library	destroy when product is returned or copy record is deleted. AUTH: N1- AFU-89-12
8	Central VI library issued customer notices	Customer Notice (AF Form 2014), confirmation or denial of booking status of product, and/or special messages	at requesting activity	destroy 6 months after receipt of production or notification of denial. AUTH: N1-AFU-89-12
9	library product control cards	AV Product Control (AF Form 474) and AV Product Control Slide Tape Kit (AF Form 474A)	at VI library	destroy 1 year after return of VI product to AF Central library or regional VI library AUTH: N1-AFU-89-12
10	library equipment control	VI Equipment and Use Record (AF Form 643)		destroy 1 year after equipment is turned-in, salvaged, or removed from inventory. AUTH: N1-AFU-89-12
11	library case files	reports, correspondence, and related material reflecting authorization for establishment of BVILs	maintained at HQ AAVS	destroy upon inactivation of base. AUTH: N1-AFU-89-12
12	library inventory reports	forms and/or computer listings	at VI library	destroy 2 years after report closing date. AUTH: N1-AFU-89-12
13	signature cards	Signature Card (DD Form 577) for individuals requesting or receipting for classified VI products		destroy upon reassignment, transfer, or separation of customer. AUTH: N1- AFU-89-12
14	library program publications	copies of articles submitted for publication in base newspapers, bulletins, newsletter radio/TV broadcasts, fliers or posters, or other publicity programs		destroy 1 year after release. AUTH: N1- AFU-89-12
15	delinquent return of VI products	Notice of Delinquent Loan (AF Form 2015) and Delinquent Return of Copies of AV Productions (AF Form 2021)		destroy when product is returned or accountability is dropped. AUTH: N1- AFU-89-12
16	library account number control records	AUTOBOOK database entries	at AF Central VI Library	destroy (delete) upon cancellation of account. AUTH: N1-AFU-89-12
17	copy file records	computer listings of copy bin	at the AF Central VI	destroy after 2 months.

TABLE 33-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		assignments	Library	AUTH: N1-AFU-89-12
18	product inspections and acceptance	reports on material inspection, receiving and acceptance of prints, and related records		see rule 27. AUTH: N1-AFU-89-12
19	library accessions	accession forms, stamped receiving records, similar items indicating VI subjects received and entered, and identifying copy letters assigned		
20	distribution and control records	annual 30 September report	at VI library	destroy after 3 years. AUTH: N1-AFU-89-12
21		end of month/quarter AUTOBOOK product totals		destroy after 1 year. AUTH: N1-AFU-89-12
22		unclassified daily AUTOBOOK transaction records		destroy after 3 months. AUTH: N1-AFU-89-12
23		classified daily AUTOBOOK transaction records		destroy after 2 years. AUTH: N1-AFU-89-12
24	AUTOBOOK VI productions	alpha and numeric listings of VI productions in the AUTOBOOK system	at AF Central VI Library	destroy when superseded. AUTH: N1-AFU-89-12
25	currency review reports	annual listings of VI productions sent to OPRs to determine if productions are current, historical, or obsolete	issued by AF Central VI Library to OPR	
26			returned to AF Central VI Library when review is complete	destroy after 2 years. AUTH: N1-AFU-89-12
27	individual product case/life files	records pertaining to copy requirements, distribution, film identification, technical accuracy, photographic quality, film evaluation, replacement, security classification, exhibition clearances on product subjects approved, adopted, or procured for distribution; copies of contracts and material inspection and receiving reports; production requests, script	at AF Central VI Library	destroy 2 years after product is declared obsolete or removed from VI library system. AUTH: N1-AFU-89-12
28	inventory reports	annual inventory report of production copies on loan from field units/requesters		destroy after input into AUTOBOOK database system. AUTH: N1- AFU-89-12
29	warehouse pull list	computer listings of production copies to be pulled from warehouse vault	unclassified copy listings at AF Central VI Library	destroy 2 months after warehouse pull is completed. AUTH: N1-AFU-89-12
30			classified copy listings at AF Central VI Library	destroy 2 years after warehouse pull is completed. AUTH: N1-AFU-89-12

TABLE 33-19**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31	inventory record of classified copies	status records of each copy of classified productions	at AF Central VI Library	destroy 2 years after obsolescence of production. AUTH: N1-AFU-89-12
32	unclassified receiving report	records of new production copies received in the AF Central VI Library		destroy 3 months after receipt. AUTH: N1- AFU-89-12

TABLE 33-20**GRAPHICS**

GRAPHICS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	original and master graphics products, references, and clip art	subject matter not desired for record		destroy when no longer needed. AUTH: N1- AFU-90-3
2	duplicate products	records used to fill recurring requirements		
3	drafts, samples for graphics products			
4	graphic work orders	Visual Information Support Request (AF Form 833) and related records		destroy 1 year after monthly VI Support Center Workload Report is prepared. (See Note) AUTH: N1- AFU-91-4

NOTE: See Table 33-17 for Visual Information Support Center Workload Report.

TABLE 33-21**VISUAL INFORMATION PROPERTY AND EQUIPMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	visual information supply and equipment	Film/Tape (Audio and Video) Control Log (AAVS Form 5); lens inventory listings; and related records	prescribed by AFMAN 23-110, AAVS Supplement 1	see table 23-3, rule 1. AUTH: N1-AFU-88-46
2	television equipment programming	Annual Programming Document for Television Equipment (APDTE)	at HQ USAF and MAJCOMs	destroy when no longer needed. AUTH: N1- AFU-88-46

TABLE 33-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			at HQ AAVS and originating activities	destroy 1 year after last FY listed in the plan. AUTH: N1-AFU-88-46
4		background information and correspondence pertaining to the APDTE and other miscellaneous VI equipment requests, including equipment lists and duplicate or informational financial documents		destroy when no longer needed or when superseded, whichever is sooner. AUTH: N1- AFU-88-46
5	audiovisual and VI equipment historical records	historical documents; e.g. Significant Historical Data (AFTO Form 95)	prescribed by T.O.-00- 20-8 and AAVS Regulation 66-5	see table 21-6, rule 6. AUTH: N1-AFU-88-46
6	audiovisual and VI equipment maintenance	Maintenance Data Collection Record (AFTO Form 349)	prescribed by AAVS Regulation 66-5	see table 21-11, rule 28. AUTH: N1-AFU-88-46
7		job control logs		see table 21-11, rule 25. AUTH: N1-AFU-88-46
8		maintenance plans		see table 21-11, rule 2. AUTH: N1-AFU-88-46
9	audiovisual equipment not mission capable	Audiovisual Equipment Mission Capable Maintenance Supply Report (RCS: AMC-AAVS-LGM(M) 7101)	prescribed by AAVS Regulation 66-4	see table 21-7, rule 12. AUTH: N1-AFU-88-46

TABLE 33-22

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	material accounting records	field and AF Cryptologic Support Center (AFCSC) vouchered COMSEC accounting report, related records and correspondence; AFCSC COMSEC vault and USAF COR records consisting of statistical data for stat books; holder, shipping, allocations and stock files; related records; and work orders	at AFC4A	destroy after 3 years. AUTH: N1-AFU-90-3
2			at holder accounts and COMSEC Account 616600	destroy as described in certificate of accounting clearance. AUTH: N1-AFU-90-3

TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01		daily or shift inventories	at holder accounts	destroy 6 months after monthly cutoff. AUTH: N1-AFU-90-3
2.02		local destruction reports		destroy 2 years after date of material destruction. AUTH: N1-AFU-90-3
3		record of custodians		destroy 1 year after assumption by a new custodian. AUTH: N1- AFU-90-3
3.01		transfer reports, work orders, and related records for items on loaned/borrowed status	at AFC4A	destroy 3 years after loaned/borrowed transaction is terminated. AUTH: N1-AFU-90-3
4		copies of records covered in rule 1	at MAJCOM	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5	accounts inspection records	command inspection reports and related records		destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner. AUTH: N1- AFU-90-3
5.01		semiannual self-inspections		destroy after MAJCOM annual inspection is performed. AUTH: N1-AFU-90-3
6	Visitor Register	AF Form 1109	at holder accounts	destroy after 90 days. AUTH: N1-AFU-90-3
7	incident (compromise) files	reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material as required by AFI 33-212	at AFC4A	destroy 3 years after year in which incident file is closed. AUTH: N1-AFU-90-3
8			at MAJCOM	destroy after incident file is closed, provided physical and cryptographic log is maintained (see rule 11). When log is not maintained, destroy closed incident file after 2 years. AUTH: N1-AFU-90-3
9			at cited units	destroy 1 year after year

TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				in which incident is closed AUTH: N1- AFU-90-3
10	physical and cryptographic violation log	log used to record reported COMSEC insecurities	at AFC4A	destroy 3 years after year in which log is closed out. AUTH: N1- AFU-90-3
11		log or consolidated listing of COMSEC insecurities	at all other activities	destroy after 2 years. AUTH: N1-AFU-90-3
12	COMSEC codes and authentication	background material from initial case request to final disposition of the COMSEC system	at AFC4A	hold until the system is deleted from the inventory, then retire to AIA Central Repository and destroy 25 years thereafter. AUTH: N1- AFU-90-3
13	protected distribution system (PDS)	letters, message requests, approvals, and drawings pertaining to PDS systems for passing unencrypted classified information		destroy 90 days after deactivation of PDS. AUTH: N1-AFU-90-3
14	Automatic Secure Voice Communications (AUTOSEVOCOM) terminals	correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals		destroy on deactivation of circuit or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	COMSEC historical records (aids and equipment)	master file of background data on COMSEC material in AF inventory	at AFCSC	destroy 3 years after final destruction of COMSEC item. AUTH: N1-AFU-90-3
16	COMSEC/TEMPES T master register	assigned Air Force COMSEC/TEMPEST short titles		retire to AIA Central Repository on inactivation of unit and destroy when no longer needed. AUTH: N1- AFU-90-3
17		background communication		destroy after 5 years or when superseded, obsolete, no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
18	release of COMSEC equipment/ material to DOD contractors/COMSE C accounts	release approvals for access to COMSEC equipment material by DOD contractors		destroy 2 years after COMSEC account is deactivated. AUTH: N1-AFU-90-3
19			at all other AF agencies	destroy upon termination of contract

TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
20	certification records	certification of mandatory modifications to equipment	at communications units and provided to the COMSEC account for filing	destroy upon receipt of a succeeding certification letter or inactivation of the account AUTH: N1-AFU-90-3
21		(RESERVED)		(RESERVED)
22				
23		approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented	at communications units and retained by the COMSEC account	destroy on inactivation or when superseded. AUTH: N1-AFU-90-3
24	COMSEC cryptographic register			destroy after 1 year. AUTH: N1-AFU-90-3
25	cryptographic access certificates (AFCOMSEC Form 9)	originals	at AFC4A	destroy after 50 years. AUTH: GRS18,ITEM25
26		unit copies	at unit level	destroy when access is withdrawn. AUTH: GRS18,ITEM25

NOTE: HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to The National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 33-23

TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF TEMPEST program records	data reflecting the policy, planning, and test results of AFIWCAF TEMPEST program efforts	at AFC4A Repository	retire to AIA Central Repository when obsolete. Destroy 10 years after retirement. AUTH: N1-AFU-90-3
2			at all other activities	destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 33-23

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	engineering technical and analysis records	data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required	at AFC4A	destroy when equipment is no longer in AF inventory or when no longer needed for TEMPEST purposes, whichever is sooner. AUTH: N1- AFU-90-3
4			at all other activities	destroy when no longer needed. AUTH: N1- AFU-90-3
5	testing project records	folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data	at AFC4A and TEMPEST testing organizations	hold until 3 years after final test report has been published. Folders are destroyed on a monthly basis. AUTH: N1-AFU-90-3
6	test reports	reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AFTWC Technical Reference Library	at AFC4A TEMPEST Technical Reference Library	destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFC4A TEMPEST Technical Reference Library (See Note). AUTH: NC1-AFU-75- 64
7			at all other AF activities	destroy when equipment is no longer installed or has been retested. AUTH: N1- AFU-90-3
8	analysts aids	program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures	at AFC4A and TEMPEST testing organizations	destroy when no longer needed. AUTH: N1- AFU-90-3
9	evaluation of TEMPEST testing equipment, techniques	case files by project number or subject	at TEMPEST testing organizations	hold 3 years after final test report has been published, then destroy on a monthly basis. AUTH: N1-AFU-90-3
10	RED/BLACK inspections	correspondence and records pertaining to NACSIM 5203 inspections		destroy 1 year after all discrepancies have been corrected. AUTH: N1- AFU-90-3
11	TEMPEST education	records, slides, movie films, pamphlets, and other related		destroy when obsolete. AUTH: N1-AFU-90-3

TABLE 33-23**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		educational material		
12	TEMPEST reports	reports prepared and submitted		destroy 1 year after submission of next report. AUTH: N1- AFU-90-3

NOTE: HQ AIA has been designated the office of record for records of longtime retention value. Records appraised as permanent will be transferred to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 33-24**COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS, AND COLLATERAL DATA**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	COMSEC surveillance	product reports and related data	at AIA COMSEC OPR	retire to the AIA Central Repository as permanent (note). AUTH: N1-AFU-90-12
2			at AIA COMSEC units and other Air Force activities	destroy after 2 years. AUTH: N1-AFU-90-12
3	status reports	data on status of completed missions during previous month, and projected missions for next three months	at HQ AIA and COMSEC units	
4	security awareness training and education program (SATE)	records showing accomplishment of SATE objectives including records of briefings presented, movies shown, educational products used, personnel trained and training reports	at AFC4A and OPR	destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
5	report background file	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports	at AIA COMSEC units	destroy 90 days after publication of hard copy reports. AUTH: N1-AFU-90-12
6	collateral data	reference publications, digests, diagrams, summaries, and related data		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-12
7	transcripts and recordings	recorded telephone conversations and transcripts thereof	at AIA COMSEC units	destroy 90 days after publication of associated COMSEC surveillance reports. AUTH: N1-AFU-90-12

TABLE 33-24**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	COMSEC surveillance services	records of requested services, proposed projects, and consent-to-monitor records		destroy 2 years after fiscal year in which created. AUTH: N1-AFU-90-12
9	national COMSEC/TEMPES T policy, guidance, and planning	copies of background material to directives, plans, and memoranda issued by NSC, NTISSC, or JCS, and copies of related correspondence and records	at AFC4A OPR	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-12

NOTE: HQ AIA is the office of record for records of long term retention value. Transfer records appraised as permanent to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 33-25**AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Worldwide Military Command and Control System (WWMCCS)	records defining the WWMCCS and its objectives, providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS AIS; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS AIS site into a secure responsive teleprocessing network	at HQ USAF/MAJCOMs/FO As and designated WWMCCS AIS sites	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2	threat documentation	records used to appraise the Designated Approving Authority (DAA) of relative risk(s) versus anticipated threat to AIS, facility, or site; records include threat information letters, advisories, etc.	at AIS facilities	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
3	AIS access records	records used to request access, user identification, or passwords; access approvals/disapprovals; access need verifications; access lists or related authority documents; assigned user identification and password documents	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 33-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	AIS entry control	registers of personnel requiring/allowed access to AIS restricted or controlled areas	at AIS facilities	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
5	risk management records	the risk analysis package; AIS and software certifications, accreditation requests; and approval by the Designated Approving Authority (DAA) to operate an AIS or facility	at MAJCOM, DAA, or AIS activity	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5.01	risk analysis	documentation relating to the sensitivity and criticality assessment, threat assessment, risk assessment, test and evaluation, and economic assessment of an AIS or facility	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.02	certification	documentation relating to the certification of software, an AIS, or facility including requests for accreditation	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.03	accreditation	approval to operate an AIS or facility documentation	approved	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.04			disapproved	destroy 1 year after disapproval. AUTH: N1-AFU-90-3
6	test reports	reports containing data reflecting on the intermediate or final results of AIS system security features of software/hardware and other tests leading to the certification of an AIS or facility	at HQ USAF/MAJCOMs/FOAs which are prepared by or for AF at preparing activities	hold in office area 5 years and then destroy when no longer needed. AUTH: N1-AFU-90-3
7			At HQ USAF/MAJCOMs/FOAs, which are received from other military services or federal agencies	destroy when no longer needed. AUTH: N1-AFU-90-3
8	audit documents	automatic or manual records (audit trails) that identify AIS access attempts (pass or fail), security-relevant actions or events, and security violations: changes in security profiles or security level, or privileges of programs, users or systems	at AIS activity	destroy after 6 months. AUTH: N1-AFU-90-3
9	vulnerability/incident reports	upchanneled reports identifying AIS security vulnerabilities and incidents	at MAJCOMs/FOAs and AIS activities reporting vulnerability	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 33-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			or incident	
10		other reports that identify AIS security vulnerabilities and incidents and/or permit the alerting of AF AIS activities of high probability security threat manifestation	at MAJCOMs/FOAs and AIS activities or facilities	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
11	AIS system security documents	records which describe AIS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security installation criteria	at MAJCOMs/FOAs and AIS activities and facilities	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
12	AIS security records	records defining AIS security programs for a specific AIS facility and its objectives, providing each with the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable AIS; trusted system documentation including the trusted facility manual (TFM), security features users guide (SFUG), etc.; and prescribes minimum requirements, standards, criteria and specifications for interfacing each AIS facility into a secure, responsive teleprocessing network; also any type of reports which relate to AIS audit compliance with security procedures		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
13	AIS operational publications	microform which describes the AIS and the classification; microform copy of the operation manual (OM) and user manual (UM) and program maintenance manual (MM) of each AIS which are not part of record sets of publications	at MAJCOMs/FOAs and AIS facilities	destroy when AIS is discontinued, superseded, or totally redesignated. AUTH: N1-AFU-90-3
14	contingency planning	documents related to the development, implementation, and testing of contingency planning for an AIS, facility, or site	at AIS facility and site	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
15	security policy compliance reporting	documents, records, charts, and matrix used to measure compliance with C4 systems security policy in accreditation, intrusion incidents, and malicious logic (virus, worms, trojan horses) incidents	at MAJCOMs/FOAs and AIS activities	hold 2 years in office and then destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 33-26

NONERASABLE MEDIA

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	ADP program card files	punched cards containing common language source program data (source deck)		destroy when the source deck placed on tape or disk and a grandfather backup is achieved. AUTH: N1-AFU-90-3
2		machine-punched cards containing coded machine language instructions arranged in proper sequence (object deck)		destroy after successful completion of a program revision or after related program is removed from system (see Note 5 in Table 33-14). AUTH: N1- AFU-90-3
3		prepunched utility or processor program card decks used to update installations systems software		destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system. AUTH: N1-AFU-90-3
4		job stream (job stack, job control) card decks used to activate program- processing modules performing a data processing job		destroy individual cards or sets of cards when replaced by new cards and when necessary changes are made to appropriate date processing manuals (See Note 1). AUTH: N1-AFU-90-3
5	ADP program control cards	punched cards containing data for program control generated by the producer or user	pertinent to a specific run or cycle	destroy individual cards after replacement by new cards; destroy control deck 1 year after program is removed from system or after system is discontinued (See Note 1). AUTH: N1-AFU- 90-3
6			for repetitive use and updated either by ADP or user	

TABLE 33-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	ADP source data cards (or paper tape as applicable)	punched or paper tape containing data abstracted from source documents and used for conversion to magnetic tape or for processing on electric accounting machine (EAM) equipment created after January 1, 1970	held by ADP operational elements as backup to magnetic tape or disk	destroy when related magnetic file is proven to be satisfactory and has grandfather backup. AUTH: N1- AFU-90-3
8			EAM output listings and reports	destroy after 6 months if used in processing without being converted to magnetic media. AUTH: N1- AFU-90-3
9			on magnetic media	destroy after verification of data on related magnetic media. AUTH: N1- AFU-90-3
10		punched cards that contain original entry data with film or written inserts (See Note 2)		destroy in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case. AUTH: N1-AFU- 90-3

NOTE(S):

1. Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management systems are considered to be source program decks and are retained or destroyed in accordance with the criteria of rules 5, 6, and 7 of table 33-14.

2. Punched cards are sometimes used as documents, such as checks, savings bonds, and requisition forms. In such cases, the functional retention period developed in other table will apply.

TABLE 33-27

TELECOMMUNICATIONS SERVICE LEASING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Long-hand communications circuits, equipment and services	historical records including commercial communications work order; telecommunications service request (TSR); telecommunications service order (TSO); modified use of leased communications facilities; summary of authorized equipment and services; individual telephone service record; communications service authorization (CSA); letters of military necessity; traffic and feasibility studies and surveys; electronic data processed communications service authorizations (EDP-CSA); equipment order; request for communications service; and other pertinent records or correspondence	at the telecommunications certification office (TCO) and base communications office and MAJCOM communications management office	destroy 1 years after service is discontinued, provided any corrective action required by audit has been accomplished. (Exception: destroy CSAs after verification of recapitulation action). AUTH: N1-AFU-90-3
2			at other than activities covered in rule 1	destroy 1 year after individual service is discontinued. AUTH: N1-AFU-90-3
3			disapproved requests at any level	destroy after 6 months. AUTH: N1-AFU-90-3
4	locally leased circuits, equipment and services	historical records including CSAs; TSRs; TSOs; modified use of leased communication facilities; equipment order; local communications service request; summary of authorized equipment and services; local communications service order; individual telephone service record; letters of military necessity; traffic and feasibility studies and surveys; request for communications services; and other pertinent documents or correspondence	at Air Force procurement offices	See Table 64-1 AUTH: N1-AFU-90-3
5			office copies at all other locations except Federal Republic of Germany	destroy 6 months after service is discontinued. (Exception: destroy CSAs after verification of recapitulation action.) AUTH: N1-AFU-90-3

TABLE 33-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at units located in Federal Republic of Germany	destroy 1 year after service is discontinued provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3
7	review and revalidation of long- hand communications circuits, equipment and services	justification records, reports and other related records		destroy 1 year after being superseded by a letter review or revalidation. AUTH: N1-AFU-90-3
8	administrative support	transitory records such as recurring issues of commercial companies pricing sheets tariffs; recurring reports from Defense Information Systems Agency (DISA), DECCO, etc., and other perishable data or information		destroy when superseded or upon receipt of current issues. AUTH: N1- AFU-90-3

34. Services. These tables cover records pertaining to Morale, Welfare, Recreation, and Services (MWRS) programs and facilities.

TABLE 34-1**MORALE, WELFARE AND RECREATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	services programs	studies, directives and analyses reflecting organization of programs, and conduct and result of program activities		retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
2	support for services activities	supply records, fund budgets (See Note 1)		destroy after 1 year. AUTH: N1-AFU-90-3
3	photography contests	photo entries in four groups		destroy after 1 year. AUTH: N1-AFU-90-3
4	recreation programs	records concerning sports, motion pictures, service clubs and entertainment, youth programs, special interest groups, and similar activities not covered elsewhere		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 34-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	professional entertainers	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		destroy on inactivation of activity. AUTH: N1-AFU-90-3
6	triennial survey and prioritization	base survey results and plans for future development of morale, welfare and recreation programs	at bases	destroy after 6 years. AUTH: N1-AFU-90-3
6.01	Services Program Plan	annual base level plans for current and future services programs		destroy after 4 years. AUTH: N1-AFU-90-3
7	services facilities programming list report	facilities listing that portrays facility data to services managers		destroy when new list is received. AUTH: N1-AFU-90-3
8		key punch cards used to update or provide new facility information		destroy cards when necessary information has been entered into the system. AUTH: N1-AFU-90-3
9		correspondence and related data which provide instructions or facility information		destroy after 1 year or when superseded. AUTH: N1-AFU-90-3
10	logistics support records	a variety of records pertaining to the logistics support of service facilities and activities		see appropriate functional table and rule to which the records belong. AUTH: N1-AFU-90-3
11	AF excess/surplus property	issue slips, supply loan receipts that involve excess property received from DRMO	at logistics branch	destroy when property is turned into DRMO. AUTH: N1-AFU-88-33
12		registers of control numbers, expandable issue registers, turn-in slips	at logistics branch	destroy after 2 years. AUTH: N1-AFU-88-33
13	Slot Machine Status Reports	base level inputs		destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-90-4

NOTE(S):

1. Retain property requisitions and property disposal records unit inactivation per AFM 67-1.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 34-2

AERO CLUB RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	meetings	minutes of safety, Board of Governors, standardization and general membership and others used for safety, organizational and operational requirements		destroy after 2 years. AUTH: N1-AFU-90-3
2	pilot information file (volume II)	important flying safety information for pilots necessary to improve the aero club safety program		destroy after 1 year, or as safety information item directs. AUTH: N1-AFU-90-3
3	aero club membership and training folder	membership applications (AF Form 1710), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584), and other data required by club manager used for membership, administrative and standardization purposes		release to the individual member on transfer or termination of membership, provided the member's account is cleared, or destroy records not requested by such members after 1 year. AUTH: N1-AFU-90-3
4	FAA training records	records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course		(See Note 1). AUTH: N1-AFU-90-3
5	individual VA training/certification	all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA approved course used to certify the training of each student and certification of payments by the VA		(See Note 2). AUTH: N1-AFU-90-3
6	daily aircraft operational forms	reports of flight and aircraft usage, and servicing which are used for daily aircraft operation, discrepancies, repair, usage and servicing		retain on each aircraft, in 100-hour increments, between required inspection cycles. Records reflecting the last 200 hours of operation on each aircraft are required. When records exceed the 200-hour retention requirements, destroy in 100-hour increments. AUTH: N1-AFU-90-3

TABLE 34-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	aircraft records and maintenance records	airframe and engine log books, certificates of registration, air worthiness, and associated records required by FAA		transfer with aircraft or dispose of as required by appropriate FAA directives. AUTH: N1-AFU-90-3
8	covenant not to sue and indemnity agreements	AF Form 1585, Covenants and Indemnity Agreements		destroy 6 years after period of agreement. AUTH: N1-AFU-90-3
9	aero club personnel services contracts	contracts used to obtain aero club flight instructors, mechanics and supervisors of flying		see table 64-1. AUTH: N1-AFU-90-3
10	aircraft lease agreements	contracts used to lease aero club aircraft		see table 64-1. AUTH: N1-AFU-90-3
11	reports and records, general correspondence	not covered elsewhere in this table		destroy after 1 year. AUTH: N1-AFU-90-3
12	aircraft accident/incident reports	reports and related records used in reporting and investigating aero club aircraft accidents/incidents	at aero clubs	destroy after 2 years or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy after 1 year from the date the student graduates from the course to which the record pertains, terminates his or her enrollment in that course or transfers to another school, or as otherwise prescribed by Federal Aviation Regulations. FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with rule 5.

2. Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment, unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.

TABLE 34-3**LIBRARIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	library acquisitions (locally-funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from locally-funded appropriated or nonappropriated funds, or received from any other source		destroy completed orders after 3 years. AUTH: GRS 3, Item 3a(2)

TABLE 34-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.01	library acquisitions (centrally-funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from centrally- funded sources		destroy completed orders after 6 years and 3 months. AUTH: GRS 3, Item 3a(1)
2	library disposition files	shipping documents, turn-in slips, schedule of collections, inventory adjustment vouchers, and related records which are records of each item withdrawn from permanent holdings of a library collection		destroy after 3 years. AUTH: N1-AFU-90-3
3	library shelf lists	official card listings of reading and reference material which are the permanent collection of AF libraries, set up in accordance with rules of professional librarianship	cards or holdings transferred as a complete library collection	transfer with collection. AUTH: N1-AFU-90-3
4			cards on dissolved library collections	destroy 1 year after dissolution of library. AUTH: N1-AFU-90-3
5			cards on material removed from a collection	transfer with record, or destroy after 1 year, whichever is applicable. AUTH: N1-AFU-90-3
6	card catalogs	author, title, and subject index to permanent holdings of library collection maintained in accordance with rules of professional librarianship		on transfer of a complete collection, send with collection, or destroy on removal from or dissolution of collection. AUTH: N1- AFU-90-3
7	(RESERVED)			(RESERVED)
8	library loans	book cards, reserve cards, overdue notices, and similar records of the charge-out system		destroy when expended. AUTH: N1-AFU-90-3
9		requests for issue, or turn-in, duplicate shelf list cards, bookmarks, and comparable records for library materials issued to individuals and activities for indefinite periods		destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility. AUTH: N1-AFU-90-3
10	library balance on hand	records containing total number of items in permanent library collections; records of all additions and		destroy 1 year after transfer of the complete collection or on

TABLE 34-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		withdrawals		dissolution of library. AUTH: N1-AFU-90-3
11	reports of audit	reports of library control records		destroy after 1 year, provided any corrective action required by table 65-3 has been accomplished. AUTH: N1-AFU-90-3
12	annual and semiannual library reports	statistics of library holdings and operation		retain in the accumulating office for the life of the library; destroy upon inactivation of the library. AUTH: N1- AFU-90-3
13	reciprocal library system records	correspondence and related records establishing a base library as a member of a regional system of cooperating libraries	at base libraries and monitoring headquarters	destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: Records may be retained in accumulating library offices until eligible for destruction, provided additional filing equipment is not required.

TABLE 34-4**CHILD CARE CENTERS (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	child care operations	cards used as a patron registration record, authorization for medical treatment in emergency situations, identify child and sponsor, and to record immunizations, known allergies and special instructions; related records to include child care food program records under Public Law 95-627; and enrollment data.	at child care centers	destroy upon reassignment or discharge of sponsor or after period specified in intergovernmental agreements with state or local agencies designated to monitor child care centers, whichever is later. AUTH: N1-AFU-90-3

TABLE 34-4

Continued. (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2		registers which provide daily record of attendance, collection of fees and sign-in/out of patrons; and related records (See Note 2)		destroy after 3 years or after period specified in intergovernmental agreements with state or local agencies authorized to monitor child care centers, whichever is later. AUTH: N1-AFU-90-3
3		forms which provide a record of injuries; parental permission to administer medications; and which record serious accidents, illnesses, etc; and related records		destroy after 3 years or when no longer needed, whichever is later (note 3). AUTH: N1-AFU-87-43
4		forms which record hourly head counts of staff and children, room attendance, and related records		destroy after 3 years or when no longer needed, whichever is later (note 3). AUTH: N1-AFU-87-43
5		forms which record weekly activities for children; reports used to provide information to higher headquarters; and related records		destroy after 3 years or may be kept for historical purposes up to 5 years. AUTH: N1-AFU-87-43
6		forms, letters, and reports used in licensing of family day care home providers; forms recording injuries or incidents occurring in family day care homes; and related records		destroy 3 years after family day care home operation ceases due to reassignment or discharge of sponsor, or voluntary or involuntary termination of family day care services; or until no longer needed; whichever is later (note 3). AUTH: N1-AFU-87-43
7		forms which record patron reservations and related records		destroy after 3 years when no longer needed, whichever is later. AUTH: N1-AFU-87-43
8	Family Day Care Homes	case files of family day care providers' applications; agency checks from mental health, security police, housing, and social actions; training information; proof of insurance or personal liability and agreement to	maintained by the Family Day Care Coordinator	destroy 1 year after discontinuance of Family Day Care Home or until no longer needed, whichever is later. AUTH: N1-

TABLE 34-4**Continued. (see note 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		indemnify the U.S.; checklists from fire, safety, environmental health, family day care coordinator; emergency provider information; proof of first aid training; copy of the license and other reports		AFU-87-43
9		case files of inactive or suspended Family Day Care Homes		destroy 1 year after discontinuance of Family Day Care Home or until no longer needed, whichever is later. AUTH: N1-AFU-87-43
10		case files of denied or cancelled Family Day Care Homes		destroy 3 years after date of denial or cancellation. AUTH: N1-AFU-87-43

NOTE(S):

1. The records covered by this table are not authorized for retirement to a federal records center.
2. If the child care center is not using a cash register or other prenumbered receipt, a copy of the AF Form 1182 will be made and sent to the NAFFMB. The AF Form 1182 is backup to the cash report and is retained per table 34-14, rules 18 and 18.1. The original of the AF Form 1182 is kept in the child care center.
3. If litigation is involved, retain until settlement is made.

TABLE 34-5**CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of alcoholic beverage outlet	letters and supporting records used as a basis for establishment of an alcoholic beverage function		destroy 2 years after discontinuance of outlet, or instrumentality is dissolved. AUTH: N1-AFU-90-3
2	management records	correspondence, records of purchases and related data used to plan programs		destroy after 2 years or when no longer needed, whichever is applicable. AUTH: N1-AFU-90-3
3	procurement guidance records	policy records, guidance, laws, statutes used to determine procurement procedures		destroy when superseded. AUTH: N1-AFU-90-3

TABLE 34-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	controls on sale/use of alcoholic beverages	letters, messages, operating instructions, etc.		destroy when obsolete, superseded or no longer needed. AUTH: N1- AFU-90-3
5	permits, stamps, taxation	applications, forms, correspondence, as required by law		destroy upon renewal or replacement. AUTH: N1-AFU-90-3
6	pricing	information on pricing, surveys, etc., used to price alcoholic beverages		destroy after 1 year. AUTH: N1-AFU-90-3
7	packaged alcoholic beverages sales slips	sales slips/purchase register	at alcoholic beverage outlets	destroy after 1 year. AUTH: N1-AFU-90-3
8	sales slip book log	sales slip book log used to record the issue, use and destruction of sales slips		destroy 1 year after last entry. AUTH: N1- AFU-90-3

TABLE 34-6**AIR FORCE OPEN MESS PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of Air Force clubs	charter with related records		destroy 2 years after discontinuance of open mess, or 2 years after the instrumentality is dissolved. AUTH: N1- AFU-90-3
2	meetings	minutes of Nonappropriated Funds Council, advisory committee and general membership meetings		destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess. AUTH: N1-AFU-90-3
3	membership data or reports	membership applications, rosters, studies or reports used for planning or promotional purposes		destroy upon transfer of member or when no longer needed. AUTH: N1-AFU-90-3
4	training programs, workshops or seminars	handouts, pamphlets, training aids, rosters, and related material		destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH: N1-AFU-90-3

TABLE 34-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		records related to planning, developing or establishing training programs or policy		destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH: N1-AFU-90-3
6	sanitation and housekeeping	reports and related records required to operate food and beverage programs		destroy after 2 years. AUTH: N1-AFU-90-3
7		food service sanitation checklist		destroy after 3 months. AUTH: N1-AFU-90-3
8	supplies and equipment	forms, letters, lists, requisitions		destroy after 1 year. AUTH: N1-AFU-90-3
9	facility maintenance, repair, improvement or construction	work orders, service call logs, AF Forms 1391, project booklets, letters and related records		destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3
10	essential feeding	designation of an open mess as an essential feeding facility with related records		destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation. AUTH: N1-AFU-90-3
11	safety	bulletins, rosters or visual aids needed to encourage safety programs		destroy when obsolete, superseded or no longer needed. AUTH: N1- AFU-90-3
12	awards program	letters, citations, certificates, background records for the USAF Meritorious Club Award		see table 36-33. AUTH: N1-AFU-90-3
13	advertising, promotions, publicity, public relations	posters, calendars, flyers and planning records		destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3
14	reports of inspection, audit or visit	reports, responses or related correspondence		destroy after 4 years or when superseded by a later audit/visit/ inspection. AUTH: N1-AFU-90-3
15	club operating continuity files	policy letters, operating instructions, messages and related information		destroy when superseded. AUTH: N1-AFU-90-3
16	club management	letters, analyses, studies, and other related data used in planning the open mess programs		destroy after 1 year or when superseded. AUTH: N1-AFU-90-3
17	working records	papers, forms, tapes, scatter sheets and other supporting records used to develop policy or programs		destroy after 2 years or when no longer needed, whichever is later.

TABLE 34-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AUTH: N1-AFU-90-3
18	club guest checks	accounts control copies which reflect on food and beverage items purchased or charged by member or guest		destroy after 3 months, provided account is clear. AUTH: N1-AFU-90-3
19		for package liquor sales		destroy after 6 months. AUTH: N1-AFU-90-3
20		kitchen copy of check		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 34-7**GENERAL MEMBERSHIP CLUBS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of general membership clubs	constitution and by-laws, policy directives, authorizations, property rewards, studies, charts, and related correspondence		destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved (See Note 1). AUTH: N1-AFU-90-3
2		changes to policy directives (except published standards directives), authorizations and/or background and support papers		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
3	minutes of meetings	minutes of club, advisory and standing committee meetings		destroy 2 years after minutes no longer impact on the operation of the general membership clubs. AUTH: N1-AFU-90-3
4	inspection reports	reports, except those in rule 5, conducted by command requirements or as directed by higher authority		destroy on discontinuance of a club operation. AUTH: N1-AFU-90-3
5		reports made of riding clubs, animals, stalls, arena, etc.	at riding clubs	destroy 2 months after inspection is recorded. AUTH: N1-AFU-90-3

TABLE 34-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	Firearms/ammunition transactions	records on sale of ammunition, invoices and receipts for resale, firearms acquisition and disposition records, sworn statements and returns receipts for lost, stolen, or inoperative firearms and inventory of weapons	at membership club offices	destroy 2 years after the end of the year bought (See Note 2). AUTH: N1-AFU-90-3
7	membership locator cards and records	member's locator cards and dues records		destroy after 2 years or expiration date of membership. AUTH: N1-AFU-90-3
8	membership club information report (See Note 3)	annual memberships club report		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Published directives are controlled by table 37-7.
2. Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club.
3. Aero clubs and Open Messes are excluded from this report since they are covered by other reports.

TABLE 34-8**CEMETERY AND BURIAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cemetery operations	operating records related to burial space, cost of operations, maintenance and operations of base cemeteries		destroy after 5 years. AUTH: N1-AFU-90-3
2	reserving grave sites	records reserving sites in AF base cemeteries maintained by name of individual		destroy on cancellation of grave site or reservation. AUTH: N1-AFU-90-3
2.01		cancellations		hold until installation is inactivated then send to gaining organization for destruction when no longer needed. AUTH: N1-AFU-90-3
3	interment reports	periodic reports of interments, available grave sites, grave site reservations, and similar reports	at MAJCOMS	destroy after 5 years. AUTH: N1-AFU-90-3
3.01			at bases	disposition pending. AUTH: Unscheduled
4	vital statistic reports	reports to state or local vital statistics offices		destroy after 5 years. AUTH: N1-AFU-90-3

NOTE: Contact SAF/AAIQ for disposition instructions if cemetery is transferred to another federal agency or to a local government. If cemetery is not transferred, transfer records to National Archives immediately on inactivation.

TABLE 34-9**DISPOSITION OF REMAINS OF DECEASED PERSONNEL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF or unknown personnel	record copies of check lists of current deaths occurring outside or inside CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of above		disposition pending. AUTH: Unscheduled
2	foreign nationals who died while in training in the US			
3	AF civilian employees and/or their family members and contract technical representatives and/or their family members			
4	deceased family members of military personnel			
5	deceased civilians of foreign nationality employed at AF installations			
6	deceased personnel covered by rules 1 thru 5	retained copies of records forwarded to respective agencies per AFMAN 34-508		destroy after 2 years. AUTH: N1-AFU-90-3
7	Army, Navy, Marine Corps or Coast Guard personnel			

TABLE 34-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	State Department personnel			
9	US citizens furnished mortuary service in overseas areas at State Department request			
10	deceased personnel records	retained copies of instructions for disposition of remains	at HQ USAF	disposition pending. AUTH: Unscheduled
11	military honors checklist	completed military honors checklist forms for retirees or veterans	at bases that provide military funeral honors	destroy after 4 years. AUTH: N1-AFU-90-3
12		completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	see table 36-33. AUTH: N1-AFU-89-30

TABLE 34-10**FOOD SERVICE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Subsistence Credit Allowance Management System (SCAMS) or A La Carte System (ALACS) or Monetary Credit Allowance Management System (MCAMS)	request for issue or turn-in, dining hall signature record, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), daily dining facility summary, comparable forms or cash register reports, and related computerized records	used to ensure funds are properly controlled	destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
2	Receipt for Transfer of Cash and Vouchers	including AF Form 1305		destroy after transaction is complete. AUTH: N1-AFU-88-50
3	Ration Strength Report		used to estimate number of meals to be served	destroy after 3 months. AUTH: N1-AFU-88-50

TABLE 34-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	MCAMS	dining hall financial statement, monetary credit allowance ration return	a result of the MCAMS, under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary	destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
5	dining facility food control	food service production log	used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account	destroy after next menu cycle use. AUTH: N1- AFU-90-3
6		inventory of class () quartermaster supplies, senior cook's requisition, field ration dining hall stock record, subsistence request, tally in-out, inventory adjustment voucher, daily dining facility summary, monthly monetary record, basic daily food allowance computation		destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
7	administration of central preparation facilities	subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records	accumulated in managing central preparation activities	
8	food service report	food service operations report, menu utilization report, consumer level subsistence appraisal program, unsatisfactory subsistence report, and related records		
9	food handlers			see table 48-6. AUTH: N1-AFU-88-50
10	flight food service	register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, ground support meal request, stock and cost record of flight subsistence and meals, summary of flight meals, subsistence request	used to record the number of meals requested and issued and cash collected for meals passengers	destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
11	Recipe and Menu	portion price index, error audit list,	used to establish menu	destroy after 1 year.

TABLE 34-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Pricing System (RAMPS) or SIMS or SAS pricing (Note 1)	basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record	item prices in ALACS operations	AUTH: N1-AFU-88-50
11.01		monthly update card deck/tape	used to update data base	destroy after 2 months. AUTH: N1-AFU-90-3
12	installation menu board	minutes of meetings, monthly recapitulation, adjustment papers	used to revise, delete, and add to Air Force worldwide menu	destroy 1 year after completion of menu cycle. AUTH: N1-AFU-88-50
13	meal cards	accountable cards	issued to airmen entitled to subsistence in kind (SIK)	destroy on surrender to issuing authority (See Note 2). AUTH: N1-AFU-88-50
14	meal card control registers or computer generated equivalent forms	numbered registers, including related inspection forms, receipts of accountable forms, and correspondence; used to account issued, reissued, withdrawn, lost, or destroyed meal cards, entries on ration strength reports, and list of meal card holders	pages or forms with all entries completed	destroy after 1 year or on inactivation of unit, whichever is sooner (See Note 2). AUTH: N1-AFU-89-13
15				at units where annual meal card recall is waived, register will run continuously, pages retired when outdated and destroyed after 1 year (See Note 2). AUTH: N1-AFU-89-13
16	(RESERVED)			(RESERVED)
17	supporting payments to contractors based on monthly meal counts	signature records, cash collection records, cash register reports, daily dining facility summary, flight meal requests, comparable forms or cash register reports, and related computer-generated records	at full food service contract operations, including base maintenance contracts, and food service attendant contract operations	destroy 6 years, 3 months after period covered by contract. AUTH: N1-AFU-88-50
18	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, Armed Forces consumer level subsistence appraisal committee reports and computer output, and other related correspondence to develop or refine subsistence standardization records	used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level	destroy 1 year after intended purpose is served. AUTH: N1-AFU-88-50
19	Service Information	tape or disc containing data of sales,	used to support	destroy 6 years, 3

TABLE 34-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Management System (SIMS) or Site Automated System (SAS)	daily dining facility summary, flight meal requests, register transactions	payments to contractors at bases with food service contracts	months after period covered by contract. AUTH: N1-AFU-88-50
20		hard copy reports which require signatures for validation including cook's requisition, operations report, monthly monetary record, inventory of subsistence, cash collection voucher, subsistence request, tally in-out	used to establish accountability for subsistence and monetary transactions	destroy 1 year after end of accounting period. AUTH: N1-AFU-89-13

NOTE(S):

1. File maintenance and disposition instructions listed in this table apply for computer tapes or discs generated under SIMS or SAS operations.
2. Subject to audit provisions of table 65-3.

TABLE 34-11**LAUNDRY AND DRY CLEANING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	collection point records	unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning		destroy as soon as laundry or dry cleaning is satisfactorily accounted for. AUTH: N1-AFU-90-3
2	operations records	sales tickets and cash collection vouchers		destroy after 1 year. AUTH: N1-AFU-90-3
3		delivery receipts		destroy as soon as property is returned. AUTH: N1-AFU-90-3
4	linen inventory	semiannual inventories used for linen control and distribution		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 34-12**NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	NAF Basic Program - General Personnel Administration	personnel correspondence and subject files relating to the general administration of personnel functions and including college programs, selective placement programs, examinations, paid recruitment advertising, executive development program, merit promotion, employment safety program, and others not specifically described elsewhere in this schedule (See Note 7)	at all locations, except HQ USAF/DPC, HQ AFCPMC, and MAJCOMs	destroy after 3 years. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	NAF Basic Program - Employment & Manpower	correspondence, reports, memoranda, and other records relating to employment programs and functions, and manpower management, and evaluations, including experts and consultants, overseas employment, reemployment rights, and employee transfers and details		destroy after 5 years. AUTH: N1-AFU-90-3
4	NAF Correspondence and Forms - Personnel Actions	correspondence and forms relating to pending personnel actions	at CCPOs	destroy when action is completed. AUTH: N1-AFU-90-3
5	NAF Retention Registers - RIF Actions	retention registers from which RIF actions have been taken		destroy after 2 years. AUTH: N1-AFU-90-3
6	NAF Retention Registers - No RIF Actions	retention registers from which no RIF actions have been taken		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
7	NAF Personnel Correspondence & Forms - All Others	all other correspondence and forms		destroy after 6 months. AUTH: N1-AFU-90-3
8	NAF Wage Administration	wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date		destroy when termination of system life. AUTH: N1-AFU- 90-3
9	NAF Wage Schedules	wage schedules used for each occupational group of NAF employees		destroy 4 years after superseded or cancelled provided any needed corrective action has been taken per table 65- 3 (See Note 2). AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Supervisor/Manager NAF Personnel Files	supervisor's/manager's personnel files consisting of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel actions, and records on individual employees duplicated in or not appropriate for NAF operating or operating officials personnel records (See Note 8)	maintained outside CCPO	review annually and destroy superseded or obsolete records; or destroy all records relating to an individual employee 1 year after separation or transfer. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	NAF Position Authorization Listing	AF Form 684, NAF Position Authorization Listing, used by CCPO to control all authorizations, whether occupied or vacant		review annually and destroy superseded or obsolete records when 2 years old. AUTH: N1-AFU-90-3
13	NAF Service Control File	Service Control File, which consists of active SF 7 cards and SF7d strips and/or PDS-CN (NAF) Record used to provide information on each NAF space authorized, established and filled to provide a concise chronology of personnel and position action		destroy SF 7 cards 3 years after separation of employee; when automated, employee separation brief (RIP) is prepared at time of separation and is destroyed 3 years after separation (See Note 2). AUTH: N1-AFU-90-3
14	NAF Applicant Supply File	rosters indexed to the applications and recruiting lists, authorized racial and ethnic identification and related data, recruiting lists/vacancy announcements used to provide a record of applicant flow process		destroy 5 years after the end of year in which effective. (See note 15) AUTH: N1-AFU-90-3
15	(RESERVED)(see note 9)			(RESERVED)
16	(RESERVED)(see note 10)			
17	(RESERVED)(see note 9)			
18	NAF Applications for Employment - Accepted for Possible Employment	including declined offers		destroy after 6 months. AUTH: NC1-330-80-3
18.01	NAF Applications for Employment -	including Referral for Consideration (DD Form 359)		destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Not Selected			
19	(RESERVED)(see note 9)			(RESERVED)
20	(RESERVED)(see note 10)			
21	NAF Official Personnel Folder (OPF)	data which reflects and or documents the service of individuals paid from NAF and contains records of all US citizens/US Nationals wherever employed and of all non-US citizens employed within the United States and its possessions and dependents of DOD active military personnel and US citizen, DOD appropriated, or nonappropriated fund civilians hired in foreign areas (including applications for employment and accepted offers)(See Note 11)	at CCPOs	transfer folder to National Personnel Records Center (NPRC/CPR), St. Louis, MO, 1 year after separation (See Notes 1, 3 and 6). AUTH: GRS1,ITEM1B
22	NAF Official Personnel Folders - Non-US Citizens in Foreign Areas	records of all direct hire non-US citizens in foreign areas and all such indirect hires which reflect and documents the service of individuals paid from NAF (including employment applications and accepted offers)(See Note 11)		destroy 5 years after separation. For exceptions see notes 2 and 5. AUTH: N1- AFU-90-3
23	(RESERVED)(see note 11)			(RESERVED)
24	(RESERVED)(see note 9)			
25	NAF Temporary Individual Employee Records	records leading to a formal action, but not constituting a record of it nor making a substantial contribution to the employee's record. For example, letters of reference, debt correspondence, performance ratings, letters of caution, etc.		destroy upon separation or transfer of employee or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
26	NAF Involuntary Separation or Resignation Action of Employees Without Appeal Rights	supervisor's explanation of the reasons for separation of the employee; job- related circumstances or record of oral notice given to the employee that adversely affected his/her resignation	filed subjectively according to nature of action separately from employee's OPF	destroy 4 years from effective date of action (See Note 4). AUTH: N1-AFU-90-3
27	NAF Chronological Journal File	forms documenting employment, promotions, transfer in or out, separation and all other individual personnel actions, exclusive of those in NAF OPFs Examples are AF Forms 2545, including fact sheets	at CCPOs	destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
28	NAF Position Classification Files - at AFCMPC/DPCR	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
29	NAF Position Classification Files	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
30	NAF Position Classification - Standards Development (AFCPMC/DPCR)	case files containing memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to Air Force	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
31	NAF Position Classification - Standards Development		at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
32	NAF Position Classification - Review File (AFCMPC/DPCR)	review file		destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
32.01	NAF Position Classification - Review File	review file	at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
33	NAF Position Descriptions - Record Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	record copies	destroy 6 years after position is abolished or description superseded. AUTH: N1-AFU-90-3
34	NAF Position Descriptions - Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	all other copies	destroy when position is abolished or description superseded. AUTH: N1-AFU-90-3
35	NAF Classification Survey Reports - Not Request for Personnel Action	classification survey reports (not used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports (See Note 12)	at office of origin	destroy after 3 years, when superseded, or upon inactivation, whichever is sooner. AUTH: N1-AFU-90-3
36	NAF Classification Survey Reports - Request for Personnel Action	classification survey reports (used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports (See Note 12)		destroy after 2 years or after a regularly scheduled Air Force or OPM inspection, whichever is sooner. AUTH: N1-AFU-90-3
37	(RESERVED)(see note 12)			(RESERVED)
38	NAF Classification Appeals Case Files	case files relating to classification appeals		destroy 5 years after final decision or 5 years

TABLE 34-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				after any action following decision, whichever is later. AUTH: N1-AFU-90-3
39	NAF Personnel Operations Statistical Reports	statistical reports relating to personnel used for information and reporting purposes	at CCPOs and other subordinate organizations	destroy after 2 years. AUTH: N1-AFU-90-3
40	NAF Employment Statistics	reports required for furnishing other governmental agencies with essential data pertaining to labor statistics, unemployment compensation, and comparable data, except records covered in rule 59, Federal Unemployment Compensation Data		destroy after 5 years. AUTH: N1-AFU-90-3
41	NAF Performance/Appraisal Ratings - Certificates	certificates of performance/appraisal rating completed by supervisors/managers of NAF employees - excluding copies filed in OPF		destroy after 2 years. AUTH: N1-AFU-90-3
42	NAF Performance/Appraisal Rating - General	general or case files of forms, memoranda, and correspondence		destroy after 3 years. AUTH: N1-AFU-90-3
43	NAF Performance/Appraisal Ratings - Appeals	appeals files containing memoranda, correspondence, and other records relating to employee appeals of performance ratings		destroy 3 years after date of final decision. AUTH: N1-AFU-90-3
44	NAF Conflict of Interest Case Files	statements of employment and financial interests and related records		destroy 3 years after separation of employee or 5 years after employee leaves the position for which statement is required. AUTH: N1-AFU-90-3
45	NAF Personnel Counseling	counseling files containing reports of interviews, analyses, and other related records		destroy 3 years after termination of counseling. AUTH: N1-AFU-90-3
46	NAF Drug & Alcohol Abuse Program	alcohol and drug abuse program records created in planning, coordinating, and directing an alcohol and drug abuse program		destroy after 3 years. AUTH: N1-AFU-90-3
47	NAF Standards of Conduct Files	correspondence, memoranda, and other records relating to code of ethics and standards of conduct		destroy when obsolete or superseded. AUTH: N1-AFU-90-3
48	NAF Employee Awards Case Files	case files containing recommendations, approved nominations, memoranda, correspondence, reports, and related		destroy 2 years after close of year in which final action is taken. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		handbooks pertaining to cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance		
49	NAF Employee Awards - Other Agencies	correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years. AUTH: N1-AFU-90-3
50	NAF Employee Awards - Length of Service/Sick Leave	length of service and sick leave awards file containing correspondence, memoranda, reports, computation of service and sick leave, and list of awardees		destroy after 1 year. AUTH: N1-AFU-90-3
51	NAF Commendations for Length of Service/Performance - Copies	copies of letters of commendation and appreciation recognizing length of service and retirement, and letters of appreciation and commendation for performance, excluding copies filed in the OPF		destroy after 2 years. AUTH: N1-AFU-90-3
52	NAF Incentive Awards Program Reports	reports pertaining to operation of the Incentive Awards Program		destroy after 3 years. AUTH: N1-AFU-90-3
53	NAF Grievance & Appeal Case Files	grievance and appeals files containing records originating in the review of grievance and appeals raised by Air Force NAF employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request		destroy 4 years after case is closed. AUTH: GRS1,Item30a
54	NAF Adverse Action Case Files	adverse action case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The files include a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, excluding letters of reprimand		destroy 4 years after case is closed. AUTH: N1-AFU-90-3
55	NAF Labor	correspondence, memoranda, reports,	at office negotiating	destroy when

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Management Relations - Negotiating Office	and other records relating to relationship between management and employee unions or other groups (see also table 36-31)	agreement	superseded, obsolete, or no longer needed for reference. AUTH: N1- AFU-90-3
56	NAF Labor Management Relations - Other Office Copies	correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also table 36-31)	at other offices	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
57	NAF Labor Arbitration	labor arbitration general and case files containing correspondence, forms, and background papers relating to labor arbitration cases		destroy 5 years after final resolution of case. AUTH: N1-AFU-90-3
58	NAF Employee Work Schedules	schedules showing the employee's tour of duty and records reflecting approval of uncommon tour of duty		destroy after 3 years. AUTH: N1-AFU-90-3
59	NAF Federal Unemployment Compensation Data	forms used to furnish state employment security agencies payroll data of personnel paid from NAF, copies of ES 931 and other related data		destroy after 2 years. AUTH: N1-AFU-90-3
60	NAF Medical Data	cards, certificates, examination schedules and reports, and other related information required for such NAF employees as barbers, beauticians, food handlers, and similar services		destroy when superseded, or when individual is transferred from NAF services. AUTH: N1- AFU-90-3
61	NAF EEO Complaint Case Files - Record Copy	official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222		destroy 4 years after resolution of case. AUTH: N1-AFU-90-3
62	NAF EEO Complaint Case Files - Duplicate	duplicate copies of complaint case files or records pertaining to case files retained in the official discrimination complaint case file		destroy 1 year after resolution of case. AUTH: N1-AFU-90-3
63	NAF EEO Complaint Background Files	background files containing background records not filed in the official discrimination complaint case file		destroy 2 years after final resolution of case. AUTH: N1-AFU-90-3
64	NAF EEO Compliance Records	compliance records such as compliance review files that contain reviews, background papers, and correspondence relating to contractor employment practices		destroy after 7 years. AUTH: N1-AFU-90-3
65	NAF EEO	EEO compliance reports		destroy after 3 years.

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Compliance Reports			AUTH: N1-AFU-90-3
66	NAF Employee Housing Requests	employee housing requests asking for assistance from the Air Force in housing matters, such as rental or purchase		destroy after 1 year. AUTH: N1-AFU-90-3
67	NAF EEO Employment Statistics	employment statistics files containing statistical information relating to race and sex		destroy after 5 years. AUTH: N1-AFU-90-3
68	NAF EEO General Files	EEO general files containing general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, and the EEO Act of 1972, and any pertinent future legislation; and Air Force EEO committee meeting and records including minutes and reports		destroy after 3 years, or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3
69	NAF EEO Affirmative Action Plan (AAP) - Consolidated	EEO Affirmative Action Plan (AAP)	consolidated AAPs	destroy 5 years from date of plan. AUTH: N1-AFU-90-3
70	NAF EEO Affirmative Action Plan (AAP) - Feeder Plan	EEO Affirmative Action Plan (AAP)	base feeder plan to consolidated AAPs	destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. AUTH: N1-AFU-90-3
71	NAF Ladder Diagrams	forms used for each occupational group of positions		destroy when superseded or cancelled. AUTH: N1-AFU-90-3
72	NAF Personal Injury Files	forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries whether or not a claim for compensation was made - excluding copies filed in the OPF and copies submitted to the Department of Labor		destroy after 5 years. AUTH: N1-AFU-90-3
73	NAF Temporary Records Relating to Promotions	records relating to the promotion of an individual that document qualification standards, evaluation methods, selecting procedures, and evaluations of candidates - excluding any records that duplicate information in the promotion plan, in the OPF, or in other personnel records		destroy 2 years after the personnel action or after the action has been audited, whichever is sooner. AUTH: N1-AFU-90-3
74	NAF Training -	general file of Air Force-sponsored		destroy after 5 years or

TABLE 34-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	General File	training containing correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objective relating to the establishment and operation of training, courses and conferences		5 years after completion of specific training program. AUTH: N1-AFU-90-3
75	NAF Training - Background/Working Papers	background and workpapers such as training schedules, attendance records, evaluations of specific courses and monthly summaries at training activities		destroy after 3 years. AUTH: N1-AFU-90-3
76	NAF Training - Aids	training aids such as manuals, syllabuses, textbooks, and other training aids developed by the Air Force for NAF employees as well as training aids from other federal agencies or private institutions		destroy when obsolete or superseded. AUTH: N1-AFU-90-3
77	NAF Employee Training Records	employee training records such as correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs		destroy after 5 years or when superseded or obsolete whichever is sooner. AUTH: N1-AFU-90-3
78	NAF Training - Course Announcements	course announcement files containing reference files of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or nongovernment organizations		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
79	(RESERVED)(see note 13)			(RESERVED)
80	(RESERVED)(see note 14)			

NOTE(S):

1. On inactivation of the installation, notify the National Personnel Records Center, NPRC (CPR) of the closing date, name, and location of the installation assuming custody of the personnel records and individual earning records of NAF employees. If no installation is assuming custody, send records to the NPRC (CPR).

2. An exception to the authorized disposition is made for records: (requests for exception must be submitted through SAF/AIQ to NARA). a. Required in support of legal matters (i.e., claims, criminal, or other actions). Such record is disposed of after action is resolved and the specified retention period has elapsed. b. For which a foreign government law or agreement specifies a longer retention period. c. For non-US employees whose countries have a unique requirement to warrant a longer retention, see AFI 37-138, table 3-1, note 1.

3. Transfer to the NPRC in any volume. NPRC (CPR) will destroy 65 years after separation from Federal service. If re-employed during authorized retention period, forward folder to gaining activity upon request. When an employee is transferred to another NAF Instrumentality, transfer the folder directly to the gaining activity.

4. Supervisor's explanation, related records of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's OPF either to another federal agency or the NPRC.

5. Retain folders of Turkish employees in Turkey after termination of employment until no longer needed to satisfy Turkish

legal requirements, then destroy. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.

6. For employees covered by the NAF Automated System, send folder to NPRC (CPR) 30 days after separation.

7. Use table 36-26, rule 1 for Basic Program records reflecting basic delegation of authority (comments and coordination) and development of policies, procedures, and methods for conducting all phases of the NAF AF Civilian Personnel Administration Program.

8. See table 36-32 for other supervisor's/manager's personnel records not covered elsewhere in this schedule.

9. Use table 34-12, rules 21, 22, & 23 (as applicable) for Applications for Employment (for personnel accepted for employment), Accepted Offers, Referral for Consideration (DD Form 359)(for selected personnel), and Appraisals/Performance Ratings (CCPO copy) completed by managers/supervisors. Use left side of OPF for Referral for Consideration and Appraisals/Performance Ratings.

10. Use table 34-12, rules 18 or 18.01 (as applicable) for Referral for Consideration (DD Form 359)(for personnel not selected) and Declined Offers.

11. For records of NAF employees who have been separated and reemployed at another installation during authorized local period, transfer OPF to gaining CCPO upon request.

12. Use table 34-12, rule 35 or 36 (as applicable) for inspections, audit, survey files, correspondence, memoranda, reports, and other records relating to inspections, surveys, desk audits, and evaluations related to position descriptions.

13. Use table 36-26 for evaluations/inspections (conducted by HQ USAF and MAJCOMs) of NAF personnel management and administration reports and significant related records.

14. Use table 36-27 for records pertaining to retired members of the uniformed service consisting of record of appointments and proposed appointments that were disapproved.

15. Race and National Origin Identification (SF 181 and OPM Form 1468) may be retained temporarily until the data has been entered into the agency's system validity/corrective procedures have been completed, then the form must be destroyed.

TABLE 34-13

NAF ADMINISTRATIVE MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Historical Files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force MWRA Board at HQ AFSVA	retire as permanent (See Note). AUTH: N1-AFU-86-4
1.01			at all other NAF activities	destroy 7 years after dissolution of NAF instrumentality. AUTH: N1-AFU-90-3
1.02		records in rule 1 that are changes to policy directives, program authorizations, and/or background and support papers		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 34-13**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	inspection reports	inspections conducted by command requirements or as directed by higher authority		destroy on discontinuance of an activity, or fund, whichever is sooner. AUTH: N1-AFU-90-3
3	organizational charts	separate charts outlining in detail each segment of the NAF organization		destroy when no longer needed. AUTH: N1-AFU-90-3
4		supporting data, pertinent changes, and related correspondence		

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 34-14**NAF FINANCIAL MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	budgetary data	merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets	at NAF Accounting Office (NAF AO) as a result of monthly, quarterly, or yearly budgeting practices	destroy after 5 years. AUTH: N1-AFU-90-3
2		data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.		
2.01		copies of documents described in rules 1 and 2	at NAF activities	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	financial statements and reports	statements (including consolidated), reports of audit and of inspections	at preparing activities above base level	destroy after 5 years. AUTH: N1-AFU-90-3
4		monthly and quarterly statements and reports, with substantiating data	at preparing activities at base or unit level	destroy after 4 years. AUTH: N1-AFU-90-3
4.01			at other than preparing activities	destroy when no longer needed. AUTH: N1-AFU-90-3
5		working papers and other support data relating to statements and reports in rules 3 and 4		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)	at other than preparing activities	
6.01		computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	at HQ AFSVA	destroy after 4 months. AUTH: N1-AFU-90-3
6.02		monthly and quarterly consolidated command reports, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds	at HQ DFAS-DE and HQ AFSVA	destroy after 5 years. AUTH: N1-AFU-90-3
7	claims	reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/ or criminal actions		destroy 4 years after claim is settled or otherwise closed. AUTH: N1-AFU-90-3
8	board proceedings	reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof		destroy after 3 years (EXCEPTION: when data is needed to support a claim, rule 7 applies). AUTH: N1-AFU-90-3
9	NAF custodian certificate	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	with financial management officers	destroy 12 years after change of custodian. AUTH: N1-AFU-90-3
9.01			at NAF activities	destroy 1 year after change of custodian. AUTH: N1-AFU-90-3
10	insurance	property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets		destroy 4 years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner. AUTH: N1-AFU-90-3
11		control registers which provide a detailed record of all policies and self-insurance owed that are also used to		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 34-14**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		compute the charges to be amortized each month		
12	loans and grants	requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc.		destroy 5 years after expiration, cancellation or termination of loan or grant. AUTH: N1-AFU-90-3
13	investments (government or government agency securities)	savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc.		destroy 5 years after transfer or liquidation of the security. AUTH: N1-AFU-90-3
14	general ledger	ledger sheets in accounting books of final entry		destroy after 6 years, 3 months. AUTH: N1-AFU-90-3
15	journals, registers and ledgers	basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals		destroy after 3 years. AUTH: N1-AFU-90-3
15.01	Transaction Machine Cards and Listings	daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year to date summary, report file list-opr/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory status report, critical inventory, out of stock report, slow moving item report, control ledger report)		destroy 45 days after completing necessary reconciliations with pertinent records AUTH: N1-AFU-90-3
16	working funds	reports, bank checks (triplicate copy),	record copies at NAF	destroy after 4 years or

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		petty cash vouchers (duplicate), and copies of bank deposit slips	AO reflecting all deposits, reimbursements, and a running balance of cash in the bank	on liquidation of the funds, provided a terminal audit is satisfied; if discrepancies are involved, see table 65- 3. AUTH: N1-AFU- 90-3
16.01			copies at preparing activities	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
17	monthend working papers	records of bank Cash Management and Investment Program (CMIP) reconciliations, and other audit working papers used for detailing general ledger control account balances		destroy after 2 years. AUTH: N1-AFU-90-3
18	daily reports	reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related records	record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 4 years, provided account is clear. AUTH: N1- AFU-90-3
18.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
19		consolidated daily reports	record copies used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger	destroy after 3 years, provided account is clear. AUTH: N1- AFU-90-3
19.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
20	(RESERVED)			(RESERVED)
21	accounts receivable	individual subsidiary records of amounts due the fund, and supporting documents	office of record copies reflecting merchandise sale on credit basis	destroy after 4 years, provided the account is clear. AUTH: N1- AFU-90-3
21.01			copies at using activities other than the office of record	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
22	prepaid expense (deferred charge)	accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		written off in one or more following periods		
23	disbursements	checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services		destroy after 4 years. AUTH: N1-AFU-90-3
24		checks in payment of proceeds of loans or other receivables		destroy when loans or receivables are closed. AUTH: N1-AFU-90-3
25	open mess guest checks	copy of guest check that reflects on food and beverage items purchased or charged by member or guest		see table 34-6. AUTH: N1-AFU-90-3
25.01		copy of guest check that reflects on package liquor sales		
26		kitchen copy of guest check		
27	bingo	signature sheets and other pertinent data	record copies reflecting prizes awarded and related transactions	destroy after 2 years. AUTH: N1-AFU-90-3
27.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
28	machine reports	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	record copies reflecting incomes from various machines	destroy after 2 years. AUTH: N1-AFU-90-3
28.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
29	collection	cash collection receipts	record copies reflecting collection of NAF membership dues, concession income and related collections	destroy after 4 years. AUTH: N1-AFU-90-3
29.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
30		receipt books and duplicate receipts	record copies	destroy after 1 year. AUTH: N1-AFU-90-3
30.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
31		accounts control records	record copies	destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear.

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31.01			all other copies	AUTH: N1-AFU-90-3 destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear. AUTH: N1-AFU-90-3
32	theater accounts	film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks		destroy after 2 years. AUTH: N1-AFU-90-3
33	book department data	financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books		destroy after 4 years (EXCEPTION: destroy records required for support of any claim, criminal or other action, when action is resolved, provided the retention period has elapsed). AUTH: N1- AFU-90-3
34	(RESERVED)			(RESERVED)
35	control records on accountable coupons, tokens, chits, etc.	control logs, registers and destruction certificates used to control this type of credit system		destroy after 2 years. AUTH: N1-AFU-90-3
36	hospital fund accounts	ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds		destroy after 4 years (EXCEPTION: destroy records required for support of any claim- criminal or other action-when action is resolved, provided the retention period has elapsed) AUTH: N1- AFU-90-3
37		property records		destroy after related property is disposed of (EXCEPTION: destroy records required for support of any claim, criminal or other action, when action is resolved, provided the retention period has elapsed). AUTH: N1-

TABLE 34-14**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-90-3
38	Individual Earning Data	records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits	record copies	destroy 4 years after year wages are paid. For exceptions see note 4. AUTH: GRS2,ITEM18c
38.01	Individual Pay Records	individual pay records, forms or mechanized listings in lieu thereof, used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year		send to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (See Notes 1 and 2). AUTH: GRS2,ITEM1
38.02	Individual Earning Data/Pay Records - Copies		not record copies	destroy 90 days after month prepared. AUTH: NC1-AFU-79-35
39	individual earning data	employees withholding exemption certificates (W4s)		retain as long as in effect and for 4 additional years; and destroy (EXCEPTION: for Army and Air Force Motion Picture Service (AAFMPs), see note 3). AUTH: N1-AFU-90-3
39.01	NAF Individual Attendance and Overtime	payroll preparation and processing copies		destroy after GAO audit or when 6 years old, whichever is sooner (see notes 2 and 6). AUTH: GRS2,Item3a(1)
39.02	NAF Individual Attendance and Overtime - Other Copies			destroy 6 months after end of pay period (see notes 2 and 6). AUTH: GRS2,Item3a(2)
39.03	NAF Flexitime Attendance	supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime system		destroy after GAO audit or when 3 years old, whichever is sooner (see notes 2 and 7). AUTH:

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				GRS2,Item3b
40	unit funds	requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence	at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAF AO	destroy when notified by NAF AO that account is in balance. AUTH: N1-AFU-90-3
41		purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence	at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs	apply disposition instructions in table 34-14 across the board, as appropriate (EXCEPTION: where volume is small, records may be retained intact until 4 years after close of FY in which funds were allocated; and destroy). AUTH: N1-AFU-90-3
42	minutes of meetings	minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)	held by fund custodians	destroy with related accounting records. AUTH: N1-AFU-90-3
43	packaged alcoholic beverage sales slips	sales slips/purchase register	at alcoholic beverage outlets	see table 34-5. AUTH: N1-AFU-90-3
43.01	sales slip book log	sales slip book logs used to record the issue, use and destruction of sales slips		
44	(RESERVED) (see note 5)			(RESERVED)
44.01				
44.02				
44.03				
44.04				
44.05				
44.06				
44.07				
45	collection sheets and fee registers	bowling lane score sheets		destroy after 1 month. AUTH: N1-AFU-90-3
46		field ration mess supplemental service charge collection sheets	record copies	destroy after 2 years. AUTH: N1-AFU-90-3
46.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
47		golf course fee registers, swimming lessons and pool registers, etc.	record copies	destroy after 2 years. AUTH: N1-AFU-90-3
47.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3

TABLE 34-14**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
48	other supporting documents required for audit/inspection	documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection); debit or credit advice; fund allocation authorization certified excerpts of council actions; board of officers' actions; inventory adjustments, legal records of establishment or cancellation of claims; other necessary authorization in support of accounting entries		destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal. AUTH: N1-AFU-90-3

NOTE(S):

1. In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims. (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.

3. For original W4s at HQ AAFMPS, retain as long as in effect; destroy after 4 additional years. For duplicate W4s in theater files, retain as long as in effect or until employee is separated, then destroy.

4. For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.

5. For Chaplain Funds, records pertaining to administration of chaplain funds, see table 52-1.

6. At supervisory, approval authority, or administrative levels, documents may be retained in office until eligible for destruction.

7. Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

TABLE 34-15

NAF REAL PROPERTY MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	title papers	deeds, court orders, land survey notes, maps, land title opinions, abstracts of certificates of title, and other evidences of title, including purchase contracts, agreements, court proceedings and judgments entries, documents of payments, additional land descriptions, with related correspondence that document the acquisition of property by purchase, donation, condemnation, exchange, and other such actions		destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement. AUTH: N1-AFU-90-3
2	property accountable data	individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence essential to the utilization of fixed assets or physical property, which shall remain with the property		transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (overseas) government control. AUTH: N1-AFU-90-3
3		records in rule 2 that relates to buildings or equipment which is disposed of by lease termination, demolition, or salvage		destroy 5 years after related property or equipment is disposed of, provided any needed corrective action is accomplished per table 65-3. AUTH: N1-AFU-90-3
3.01		monthly/quarterly property listings	originals at NAF AO	destroy after 2 years. AUTH: N1-AFU-90-3
3.02			copies at NAF activities	destroy when next listing is determined accurate. AUTH: N1-AFU-90-3
3.03			work copies at NAF AO and used for other than inventory	destroy on receipt of next listing. AUTH: N1-AFU-90-3
3.04			at NAF AO and used for annual disinterested party inventory, and inventory team work papers	destroy after completion and approval of next inventory. AUTH: N1-AFU-90-3

TABLE 34-15**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	excess and surplus property	correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals of property		destroy after 5 years, provided any needed corrective action is accomplished per table 65-3. AUTH: N1-AFU-90-3
5	property/equipment control	requisitions, issue slips (receipt records), other control data, and related correspondence that serve to monitor requests for issuance or return of properties		destroy on return of properties, or when superseded by a later receipt or signed inventory listing. AUTH: N1-AFU-90-3
6	(RESERVED) (see note)			(RESERVED)

NOTE: For Chaplains' Nonexpendable Property records and related data, see table 52-1.

TABLE 34-16**NAF PROCUREMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual case files	bids, contracts, modifications, or change orders, with other contractual instruments, supporting data, and related correspondence pertaining to the procurement of supplies, equipment, and services that include contracts for construction, modifications of facilities, and other services, except concessionaire services		see table 64-1. AUTH: N1-AFU-90-3
2	invitations for bids	bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation	successful bids	forward for inclusion in individual case file (see rule 1). AUTH: N1-AFU-90-3
3			unsuccessful bids (no award made)	destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 34-16

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	individual vendor files	catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address; mailing lists; and comparable records		destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
5	concessionaires	approved applications from prospective concessionaires		forward for inclusion in case file (see rule 7). AUTH: N1-AFU-90-3
6		disapproved applications from prospective concessionaires		destroy when service is considered undesirable. AUTH: N1-AFU-90-3
7		case files containing approved applications, agreements, financial statements, certificates of insurance, data on installation of equipment, fixtures, that reflect on various independent concessions, such as barber and beauty shops, news stands, etc.		destroy 4 years after termination or cancellation of the agreement. AUTH: N1-AFU-90-3
8		letters of complaint, notices of noncompliance with the agreement, reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news stands, etc.		destroy 1 year after termination of agreement. AUTH: N1-AFU-90-3

TABLE 34-17

NAF SUPPLY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	merchandise stock	a perpetual inventory comprised of forms and cards showing, by item, the receipt, issue, balance on hand, and unit cost placed in an inactive file when stock reaches a zero balance and is not to be restocked, or when balances are transferred to a new card or form		destroy inactive file after 2 years. AUTH: N1-AFU-90-3

TABLE 34-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	food and services	monthly inventory sheets		destroy after 2 years. AUTH: N1-AFU-90-3
3	theater equipment	consolidated property records, such as shipping records, receiving reports, registers of vouchers, related records, and reports of the receipt, issue, and transfer of each item of nonexpendable sound projection and theater equipment		destroy 1 year after receipt of new consolidated property record. AUTH: N1-AFU-90-3
4	requisitions	originals of requests for merchandise for central or comparable storerooms		destroy after 2 years. AUTH: N1-AFU-90-3
5		copies of above		destroy after 2 months. AUTH: N1-AFU-90-3
6	vouchers	originals of merchandise transfers or adjustment accountability vouchers		destroy after 2 years. AUTH: N1-AFU-90-3
7		copies of above		destroy after 2 months. AUTH: N1-AFU-90-3
8	applications	letters of application for bulk supplies		destroy after 1 year. AUTH: N1-AFU-90-3
9	ration cards and coupons	certificates covering the destruction of used and unused cards and coupons		destroy after 2 years. AUTH: N1-AFU-90-3
10		certificates or affidavits concerning the loss of cards		
11		control registers		
12		unused obsolete, mutilated, or terminated ration cards/coupons issued to military and civilian personnel for use in military exchanges to ration selected items		destroy when no longer entitled to ration privileges, on accomplishment of a new ration card or when covered in rule 9, 10, or 11. AUTH: N1-AFU-90-3
13	Japan Central Exchange	sales slips reflecting on Chinese-type merchandise		destroy 3 years after date of sale AUTH: N1-AFU-90-3

TABLE 34-18**NAF RECREATIONAL SERVICES RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	publicity	monthly schedules of activities, informational bulletins, leaflets, and related published data that reflect on NAF club activities or other recreation programs		destroy when no longer needed. AUTH: N1-AFU-90-3
2	membership	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions that reflect on membership, privileges of swimming pools, golf courses, etc.		destroy 1 year after termination of membership. AUTH: N1-AFU-90-3
3		control registers		destroy 2 years after final entry. AUTH: N1-AFU-90-3
4	billeting accommodations	bed cards or registration cards and receipts used in lieu of bed cards that pertain to visiting officer quarters (VOQs) and transient airman quarters (TAQs)		see table 32-21. AUTH: N1-AFU-90-3
5		accommodations records for room or bed occupancy controls that pertain to VOQs and TAQs		
6	theater	authorizations for working balances, motion picture schedules, employment of personnel, and related data		destroy when superseded, obsolete, or cancelled. AUTH: N1-AFU-90-3
7		operational data pertaining to presentation of programs, cancellation of showings, and related data		destroy after 2 years. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9				
10				

35. Public Affairs. These tables cover records relating to policies and procedures for internal information and community relations programs; and information and advice regarding an internal information effort which will inform and motivate Air Force personnel, maintain liaison with public news media, promote public understanding of Air Force activities, and develop and maintain cooperation between the AF and the community.

TABLE 35-1

PUBLIC AFFAIRS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	public affairs releases	public affairs releases to news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, clippings, audio recordings, and public service radio programs	copies other than file copies	destroy when no longer needed. AUTH: N1-AFU-90-3
1.01			originals or official file copies on any subject which are determined by the Public Affairs Officer to be routine or having no lasting or only temporary significance to the unit's mission, policies, or status	destroy after 1 year. AUTH: N1-AFU-90-3
2			originals or official file copies which are determined by the Public Affairs Officer to be of lasting significance in relation to the unit's mission, policies, status and all original releases of the Office of Public Affairs (SAF/PA)	retire as permanent (See Note 5). AUTH: NC1-AFU-78-1 (GRS 14/1b(1))
2.01	recruiting hometown news releases	releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF		destroy after 3 months. AUTH: N1-AFU-90-3
3	biographical files	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF	for members transferring from one AF installation to another	forward to gaining activity on transfer of individual. AUTH: N1-AFU-90-3
4			for civilians who transfer to another government agency or separate from the AF (except for those covered by rule 6)	destroy on separation of individual from the AF. AUTH: N1-AFU-90-3

TABLE 35-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at SAF/PA	transfer files to HQ USAF OPR on separation from the AF. AUTH: N1-AFU-90-3
6			at HQ AFSINC for retired general officers and appointed officials (See Note 1)	retire as permanent (See Note 2). AUTH: NC1-AFU-83-86
7			at MAJCOMs for VIP civilians	destroy on separation of individual from the AF. AUTH: N1-AFU-90-3
7.01			at MAJCOMs and below for active duty and retired general officers	destroy when no longer needed. AUTH: N1-AFU-90-3
8			(RESERVED)	(RESERVED)
9			all files other than rules 3 through 7.1	destroy 5 years after separation of individual from the AF. or when no longer needed (See Note 3). AUTH: N1-AFU-90-3
10	special events planning	correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc.		destroy after 4 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	public affairs offices files of hometown news releases	hometown news release data, with background or supporting materials and related correspondence		destroy when no longer needed or send to gaining installation public affairs office if news is of sufficient interest. AUTH: N1-AFU-90-3
12	card index file	names, dates and news subjects of each news release form forwarded to Home Town News Center	at public affairs offices	destroy after 1 year. AUTH: N1-AFU-90-3
12.01	log books			destroy when no longer needed. AUTH: N1-AFU-90-3
13	speakers bureau files	biographical data, 8" x 10" glossy photograph, type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and record of speeches and		destroy when individual is separated from the AF, or send to gaining activity on transfer of individual.

TABLE 35-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		public appearances made		AUTH: N1-AFU-90-3
14	AF newspapers and news periodicals	record sets published under 35-series	produced at any level by or through public affairs offices	destroy when no longer needed or on inactivation of the organization for which published (See Notes 6 and 7). AUTH: N1-AFU-90-3
15		copies		see table 37-14. AUTH: N1-AFU-90-3
16	national scouting organizations	scouting project officer's monthly summary of installation's activity in the program	at installation and regional levels	destroy after 2 years. AUTH: N1-AFU-90-3
17		(RESERVED)		(RESERVED)
18		scouting liaison officer's monthly narrative and statistical reports summarizing regional participation in the program	at regional and director, USAF scouting levels	destroy after 2 years. AUTH: N1-AFU-90-3
19		scouting liaison officer's annual report and operating plan of activities in each region, including budget data		destroy after 10 years. AUTH: N1-AFU-90-3
20	politico-military matters			see table 51-1. AUTH: N1-AFU-90-3
21	itineraries of visits	messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to overseas areas		destroy 1 year after completion of visit. AUTH: N1-AFU-90-3
22	basic public affairs records	letters, messages and other documentation denoting policies, procedures and guidance		destroy when policies, procedures or guidance are superseded or no longer current. AUTH: N1-AFU-90-3
23	distinguished visitor program documentation	messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.		destroy when no longer needed. AUTH: N1-AFU-90-3
24	public affairs program reference and guidance material	correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans, programs, equipment, tactics, techniques, capability, etc.		
25	news media visitor documentation	messages and other correspondence, guests lists, invitations, schedules, results of visits		destroy after 1 year. AUTH: N1-AFU-90-3
25.01		after action reports, summaries, clippings, and evaluation comments		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 35-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
26	exhibit case files	information on the development, acquisition and use of AF exhibits for public display	at AF Orientation Group	destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
27	publications of the News Clipping and Analysis Service	publications such as Current News, Supplemental Clips, Equal Opportunity Current News, Radio-TV Defense Dialog, Selected Statements, Foreign Media Edition of Current News, and Friday Review of Defense Literature	at SAF/AAR	retire as permanent (See Note 4). AUTH: NC1-AFU-82-57
28	news clipping collection	news clippings taken from newspapers, periodicals, and the wire services	paper copy at SAF/AAR	donate to the Library of Congress when no longer needed. AUTH: N1-AFU-90-3
29			microfilm copy at SAF/AAR	transfer it as nonrecord reference material to the NARA Military Archives Division when no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Appointed officials consist of the Secretary of the AF, the Under Secretary, Assistant Secretaries and the Chief Scientist.
2. Transfer to the National Archives in 10-year blocks when latest document is 25 years old.
3. These records are not authorized for retirement to federal records centers.
4. Transfer publications dated before 1982 to National Archives in 10-year blocks when the most recent publications are 30 years old. Transfer publications dated 1982 and later to National Archives in 10-year blocks when the most recent publications are 5 years old.
5. Transfer to the National Archives in 5-year blocks when latest record is 20 years old.
6. On inactivation, Air Force newspapers and news periodicals may be presented to a local library, college or other public activity on request. See AFI 37-138, paragraph 3.7.1 for transfer rules.
7. See table 37-7 for record sets of Air Force periodicals.

TABLE 35-2

HOME TOWN NEWS CENTER RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	home town news center data	master media case files of the various news media (newspapers, radio stations) which participate in servicing releases of hometown news		disposition pending. AUTH: Unscheduled
2		card index for control of rule 1 records		interfile cards in their related master media case folders. AUTH: N1-AFU-90-3
3		media marker records of code listings for classifying the news releases of various news media		destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
4		news release guides used for developing news items and feature story releases		
5		statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished		destroy after 1 year. AUTH: N1-AFU-90-3
6		copies of activity and effectiveness reports		
7		radio and TV interview data, and related interview tapes	originals	return to originating activity. AUTH: N1- AFU-90-3
8			copies	destroy 3 months after release of the interview tape to the hometown news media, or 1 month after the original interview tape is killed, whichever is applicable. AUTH: N1-AFU-90-3
9		card index of the TV stations in each state, used as a control reference of their coverage		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
10		biographical files consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data		destroy 2 months after date of release to the home town media for publication. AUTH: N1-AFU-90-3

TABLE 35-3**AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	negotiations and conflicts of AFRT operations	talks, frequency limitations, civilian boundary disputes, and background information on setting up AFRT	at local AFRT facilities	destroy 2 years after inactivation of unit. AUTH: N1-AFU-90-3
2	authorization to operate	frequencies granted, emergency frequencies and call signs		
3	public affairs internal information programs	broadcasting policies		destroy after a new policy of the same subject is made. AUTH: N1-AFU-90-3
4	operation of AFRT	operational instructions		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
5	recorded discs or magnetic tapes	records of discs or magnetic tapes		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	program restriction files	records pertaining to the establishment/removal of program restrictions imposed by the television industry	at broadcasting units in overseas areas	destroy when superseded or on inactivation of unit. AUTH: N1-AFU-90-3

36. Personnel. The tables in this series cover records regarding policy on all aspects of civilian and military personnel (including procuring, promoting, training, and funding). They include the following topics relating to civilian personnel: staffing and internal placement, labor relations, equal employment opportunity, discrimination complaints, merit promotion, leave, health benefits and retirement. They also include the following subjects related to military personnel: accessions, use and classification, training and education, promotions and evaluation, retirement and separations.

TABLE 36-1**MILITARY AND CIVILIAN PERSONNEL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Confidential Statement of Affiliations and Financial Interests - DOD Personnel	DD Form 1555 filed under DODD 5500-7	at appropriate Standards of Conduct Counselor	destroy when 6 years old; except that records needed in an on-going investigation will be retained until no longer needed in the investigation. AUTH: N1-AFU-90-3
1.01	report of DOD and defense related employment	reports filed in accordance with DODD5500-7	at HQ DFAS-DE	destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 36-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.02	Executive Personnel Financial Disclosure Report	SF 278 filed under DODD 5500-7 and required by the Ethics in Government Act of 1978 (P.L. 95-521)	at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC)	destroy when 6 years old; except that records needed in an ongoing investigation will be retained until no longer needed in the investigation. AUTH: N1-AFU-90-3
2	requests for approval to attend technical, scientific or professional meetings	requests and related correspondence	approved requests at approving headquarters and/or orders-issuing office	destroy after 1 year. AUTH: N1-AFU-90-3
3			disapproved requests or approved requests at activities other than in rule 2	destroy after 3 months. AUTH: N1-AFU-90-3
4	records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by AF	minutes, agendas and related records, accumulated by sponsoring OPR of AF-conducted symposia/conferences		dispose of with related functional subject matter files of the activity or office. AUTH: N1-AFU-90-3
5		control records, correspondence concerning conduct of events which do not document an achievement or have continuing reference value		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	off-duty employment requests/applications	records and related correspondence pertaining to requests for approval of off-duty employment	approved	destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual. AUTH: N1-AFU-90-3
7			disapproved	destroy after 1 year, or on reassignment or separation of individual concerned. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	duty and travel restrictions reminder letters			see table 31-8. AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	alcohol abuse control	alcohol abuse identification, treatment,	at social actions offices	destroy 1 year after end

TABLE 36-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	case files (on or before 30 Sep 94)	and rehabilitation records required by AFI36-27 or Substance Abuse Rehabilitation and Treatment (SART) case files track 3, 4, 5		of month action (rehabilitation, permanent change of station (PCS), or separation) is completed, unless needed as background for case files supporting separation actions under other directives; in such cases, disposition will be the same as the files which they support (See Notes 2, and 7). AUTH: N1- AFU-90-3
11.01			required to meet the state of California accreditation standards	destroy 3 years after completion of rehabilitation. AUTH: N1-AFU-90-3
11.02	alcohol abuse control evaluation case files (on or before 30 Sep 94)	alcohol abuse identification, and evaluation (SART track 1, 2)	at social actions offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program or track 3, 4, 5, is not appropriate (See Note 7). AUTH: N1-AFU-88-5
11.03			at social action offices for civilian employees	destroy 3 years after case is closed (See Note 10). AUTH: N1-AFU- 88-5
12	drug abuse control case files (on or before 30 Sep 94)	records on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this regulation (see AFI 36-2701), SART case files track 3, 4, 5		destroy 1 year after end of month action (rehabilitation, PCS, or separation) is completed (See Notes 2, 3, 4, 7 and 9). AUTH: N1-AFU-90-3
12.01	MAJCOM drug abuse control data (Drug Rehabilitation Action Management Information System) (on or before 30 Sep 94)	automated and manual files related to drug abuse identification, category of abuse, acceptance of treatment, and subsequent personnel actions used to identify and track an individual's acceptance/declination/progress in Drug Rehabilitation Program, measure success of program objectives, support separation actions, and provide		destroy 2 years after entry into the Drug Rehabilitation Program or SART (See Notes 2, 3, 4 and 5). AUTH: N1-AFU-90-3

TABLE 36-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		analysis reports or SART data		
12.02	drug abuse control evaluation case files or SART case files (on or before 30 Sep 94)	drug abuse identification and evaluation records required by AFI 36- 2701 or SART case files track 1, 2	at social actions offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program or track 3, 4, 5, is not appropriate (See Note 7). AUTH: N1-AFU-88-5
12.03	drug abuse case treatment files (on or before 30 Sep 94)	records related to a member's entry into and participation in rehabilitation, SART case files track 3, 4, 5	accumulated under AFI 36-2701 and not at social actions offices	remove and destroy 1 year after date of completion of rehabilitation, or 1 year after the individual is reassigned PCS, separates, retires or dies (See Note 9). AUTH: N1-AFU-90-3
12.04	drug abuse control evaluation case files (on or before 30 Sep 94)	drug abuse identification and evaluation records required by AFI 36- 2701	at social action offices for civilian employees	destroy 3 years after case is closed (See Note 10). AUTH: N1-AFU- 88-5
13	drug/alcohol abuse control statistics (on or before 30 Sep 94)	reports on drug/alcohol abuse program status or SART data	at HQ USAF/DPM	retire as permanent (See Note 8). AUTH: NC1-174-177
14			at MAJCOM social actions offices	destroy after 3 years. AUTH: N1-AFU-90-3
15			at social actions offices below MAJCOM	destroy after 2 years. AUTH: N1-AFU-90-3
16	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related records		destroy when individual is no longer eligible for assignment to instructional positions or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
17	equal opportunity and treatment statistics	administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters	at social actions offices and other offices	destroy 2 years after case is closed. AUTH: N1-AFU-90-3
18		reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents and affirmative actions plan status reports	at HQ USAF/DPCH and DPMYCS	destroy after 20 years. AUTH: N1-AFU-90-3
19			at social actions offices	destroy after 2 years.

TABLE 36-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AUTH: N1-AFU-90-3
20	general grievances, appeals and discrimination complaints	individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material	at Social Actions offices or any other location	destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later. AUTH: N1-AFU-90-3
21	adverse actions	notice of proposed action and answer made by individuals and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events and statements of witnesses		destroy 2 years after date of the adverse action. AUTH: N1- AFU-90-3
22	lecturer case files	correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material	in offices of record	destroy after 3 years (See Note 6). AUTH: N1-AFU-90-3
23	USAF Personnel Plan (record copy)	silver-halide microfiche of the plan described by AFR 8-12	at HQ USAF OPR	retire as permanent upon supersession, obsolescence, or rescission (See Note 8). AUTH: N1-AFU-90-40
24	USAF Personnel Plan	all other copies		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-40

NOTE(S):

1. Use rule 5 for disposition of files which do not meet criteria for permanent retention under AFI 37-138, chapter 2.
2. Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to social actions offices at gaining organizations.
3. Transfer to USAF Special Training Group copies of files, with other personnel records, for individuals transferred to that Group.
4. Dispose of files pertaining to individuals recommended for discharge, separation, or court-martial under tables 36-20 or 36-45, as appropriate.
5. Dispose of records files in the UIF under table 36-16.
6. If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroyed.
7. Destroy erroneous identification/nonsubstantiated alcohol/drug abuse control case files upon notification of erroneous/nonsubstantiated identification.
8. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.
9. A temporary extension of the retention period for the 1982-1983 drug abuse control case files and drug abuse case treatment files has been granted until 30 September 1999.
10. When a class action complaint is filed, refer to Table 36-29, Rule 2.

TABLE 36-2**PERSONNEL IDENTIFICATION AND PASS RECORDS**

PERSONNEL IDENTIFICATION AND PASS RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	identification credentials	cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFI 36-3001	permanently surrendered or confiscated	destroy immediately if not to be reissued. AUTH: N1-AFU-90-3
2		local badges, photographs, passes, identification fingerprint cards and similar records used to identify personnel residing on or permitted to enter an AF installation or barred from such installations; or controlled area credentials for regulating entry to a land or water area, building, structure or room to which entry must be controlled to protect USAF physical resources situated thereon or contained therein		
3		restricted area badges issued to individuals who have been granted unescorted entry authority to restrict areas under AF 31-series directives		
4		OSI badges and credentials		
5	Armed Forces liberty pass	forms issued to airmen to authorize absences from official duties, or for absences during normal off-duty hours when credentials in rule 1 are not used for those purposes	at issuing activity	see table 71-1. AUTH: N1-AFU-90-3
6	provisional pass	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders		destroy on reaccomplishment of a new pass, or on reassignment or separation of individual. AUTH: N1-AFU-90-3
7			sent to individual's commander or station destination	destroy 90 days after date of issuance. AUTH: N1-AFU-90-3

TABLE 36-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			issued to individuals	destroy when individual reports to final destination. AUTH: N1-AFU-90-3
9	loss, theft or destruction of identification credentials/passes	statements, certificates and related correspondence reporting the loss, theft or destruction of identification credentials or passes	at activities issuing replacement credentials	destroy after 1 year. AUTH: N1-AFU-90-3
10	applications	forms or correspondence used as applications or requests for identification credentials or passes	disapproved	destroy or return to requesting office or individual, as applicable. AUTH: N1-AFU-90-3
11	applications	forms or correspondence used as applications or requests for identification credentials or passes	retained by verifying and issuing activities as receipts for US Armed Forces credentials issued under AFI 36-3001	manage according to AFI 36-3001 and destroy upon receipt of processed applications which supersede or replace applications on file. AUTH: N1-AFU-90-3
11.01			at issuing activities as a receipt for credentials, badges, and passes not covered by AFI 36-3001	destroy when superseded by a new application, on destruction of related credential, or immediately after issuance of credential and entry on control log by issuing office, as provided for in the prescribing directive. AUTH: N1-AFU-90-3
11.02		applications not used for reissue of ID card		manage according to AFI 36-3001 and destroy upon receipt of processed applications which supersede or replace applications on file. AUTH: N1-AFU-90-3
12			required by current directives to be filed in individual's personnel folder	(see table 36-12). AUTH: N1-AFU-90-3
12.01		copies of unescorted entry authorization maintained by requesting activities or as part of an entry control system	used by the requesting activity to ensure individually issued authenticators/badges are surrendered upon reassignment or separation of	destroy when notified that credential has been returned to issuing activity. AUTH: N1-AFU-90-3

TABLE 36-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			individual	
13	destruction certificates	forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated	prepared by issuing or destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian	destroy after related records (Rule 15) are destroyed. AUTH: N1- AFU-90-3
14		forms used to record burning or mutilation of blank accountable identification credentials	prepared by destroying officials	they become part of the accountability file (see rule 15). AUTH: N1- AFU-90-3
15	accountability records	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records	completed by issuing officers to record the issuance of identification cards (ID) covered by AFI 36-3001	destroy 5 years after issue of last card listed on log or register form. AUTH: N1-AFU-90-3
15.01	accountability records	logs, registers, receipts for blank accountability forms, destruction certificates for destroyed blank forms and similar records	completed by issuing officers to record the issue of identification credentials/passes not covered by AFI 36- 3001.	destroy after last badge listed on the form is destroyed. AUTH: N1- AFU-90-3
15.02			completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents	destroy 60 days following expiration of validity period for that series of vehicle registration decal. AUTH: N1-AFU-90-3
16	accountability records for Commissary privilege cards (DD Form 2529)	logs, registers, receipt for blank accountable forms, destruction certificates for destroyed forms and similar records	at Air Force Reserve and Air National Guard units' orderly rooms	destroy after 1 year. AUTH: N1-AFU-90-3
17	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence (See Note)		destroy 6 months after submission of annual report of passport applications. AUTH: N1-AFU-90-3
18		annual report of passport applications		destroy after 1 year. AUTH: N1-AFU-90-3
19		receipts and related correspondence for the issuance of passports	at AMC activities	destroy when passport is renewed; destroy 3 months after individual's reassignment, or return of passport to the issuing agency. AUTH: N1-AFU-90-3

NOTE: The back of DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Request for Visa, becomes the receipt. See DODI 1000.21-R. For AMC activities, see rule 19.

TABLE 36-3**CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE**

CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Casualty Reporting, Notification, and Assistance Records	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see rules 12 and 13 for missing person(s) supplementary report)	at HQ AFMPC/DPMC	incorporate into the master military personnel records after the casualty assistance case has been closed and then send to NPRC under table 36-12, rule 1. AUTH: N1-AFU- 90-3
2			at installations	destroy 1 year after casualty assistance case has been closed (See Notes 1 and 2). AUTH: N1-AFU-90-3
3	missing and captured persons		held until fate of casualty is determined (at all levels)	apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5). AUTH: N1- AFU-90-3
4	persons returned to military control from missing or captured status (See Note 1)		at HQ AFMPC/DPMC	see table 36-12. AUTH: N1-AFU-90-3
5			at installations	destroy 1 year after casualty assistance summary has been forwarded to HQ USAF (EXCEPTION: see rule 11) (See Note 3). AUTH: N1-AFU-90-3
6	very seriously ill/injured or seriously ill/injured		at HQ AFMPC/DPMC	destroy 6 months after administrative closing of case. AUTH: N1- AFU-90-3
7			at installations	destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED." AUTH: N1-AFU-90-3
8	wounded in action and not seriously ill or injured		at HQ AFMPC/DPMC	destroy 6 months after receipt of report. AUTH: N1-AFU-90-3

TABLE 36-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			at installations	destroy after 1 year. AUTH: N1-AFU-90-3
10	casualty records maintained at levels of command not covered in this table		at other than HQ USAF and reporting installations	destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities (See Note 2). AUTH: N1- AFU-90-3
11	report of casualty; return to military control from missing in action or captured status	final issue only	at HQ USAF/ MPMDR and reporting installations	see table 36-12, rule 1. AUTH: N1-AFU-90-3
12	missing persons supplementary report	report with attachments and all related information	at HQ AFMPC/DPMC	if after 10 years, status is still missing, incorporate into the master military personnel record and then send to NPRC under table 36-12, rule 1 (See Note 4). AUTH: N1-AFU-90-3
12.01				if status is no longer missing before 10 years have elapsed, see rule 3 (See Note 4). AUTH: N1-AFU-90-3
13			at installations	destroy when member's status has changed. AUTH: N1-AFU-90-3
14	record of emergency data (original)	forms for active duty AF personnel	at HQ AFMPC/DPMC	destroy after member's release from extended active duty. AUTH: N1-AFU-90-3
15	record of emergency data (duplicate)	forms for active duty AF personnel; ANG; USAFR; and AF Ready Reserve not on extended active duty	held by geographically separated units (GSU)	destroy 30 days after member's departure from GSU or entry on EAD. AUTH: N1- AFU-90-3
16		forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base	sent to units of attachment	destroy 90 days after member's departure. AUTH: N1-AFU-90-3
17		forms for ANG and USAFR personnel performing duty with a unit other than	sent to units where duty is being	

TABLE 36-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		unit of assignment and whose personnel records are not forwarded to duty base	performed	
18		forms for active duty AF personnel hospitalized away from the home installation	sent to MPFs servicing the hospital	destroy when member is released from hospital. AUTH: N1-AFU-90-3
19	record of emergency data (carbon punch card)	forms for active duty AF personnel assigned to the base or installation	at MPFs, Personal Affairs Section or Customer Service (See Note 5)	destroy upon permanent change of station or separation of member. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain AF Form 58, Casualty Assistance Summary, (if no AF Form 58, retain copy of AF Form 1312) and a copy of DD Form 1300, Department of Defense Report of Casualty, or death certificate for 5 years in accumulating office.
2. Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death.
3. Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after member is returned to military control.
4. Missing persons supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/DPMC for 10 years after the last crew member's status is resolved, will be incorporated into the master military personnel record and then sent to NPRC under table 36-12, rule 1. SMR will be filed with master military personnel record of the pilot in command of the aircraft or the senior ranking member in a command incident.
5. This is an optional file and may be established at the discretion of the Chief, MPF.

TABLE 36-4**PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL)(see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	DDN or Pseudo Processing	disk files in support of DD-N and Pseudo Processing	in MPF or CPF PSM unit	dispose of in 7 days or when no longer needed for recovery. AUTH: NC1-AFU-85-25
2	listing output from EOD processing	utility list, personnel file controller, duplicate record list, DDN list, DESIRE summary, Pseudo Remote list, etc.	used for management and control of PDS	destroy after 30 days. AUTH: N1-AFU-91-39
3	average strength data report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	in MPF work unit	destroy after 1 year or on inactivation, whichever is sooner. AUTH: NC1-AFU-85-25

TABLE 36-4**Continued.(see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	average strength data report		at using activity	destroy after 3 months or when purposed is served, whichever is sooner. AUTH: NC1- AFU-88-25
5	daily strength data	unit strength reports		destroy when no longer needed. AUTH: N1- AFU-90-3
6	(RESERVED)			(RESERVED)
7	transaction registers resulting from Base Level Personnel System	the report itself which is computer produced each processing day	at Personnel System Manager (PSM) work center	destroy after 30 days or when no longer needed, whichever is later. AUTH: NC1-AFU-88- 25
8	transaction registers resulting from Base Level Personnel System		copies at work centers other than PSM	destroy when purpose has been served. AUTH: NC1-AFU-88- 25
9	rejected transaction	listing of transactions which fail edits and rejects to CPF or MPF for correction	identifying and correcting errors	destroy after 6 months. AUTH: NC1-AFU-88- 25
10	central and local tables	listing, microfiche or disk files	used for coding, translating codes, verifying system routines	destroy when replaced by new listing or microfiche. AUTH: NC1-AFU-88-25
11	documents supporting system updates	personnel coding sheets or input source documentation not otherwise covered in this manual	used to prepare input transactions	destroy 3 months after input or when no longer needed. AUTH: NC1-AFU-88-25
12	PDS Data Verification products	DESIRE listing and various other supporting documentation	used for obtaining information, identifying discrepancies, effecting corrections, general quality control of PDS also for measuring the management and control of personnel office responsibilities	destroy after 1 year or when no longer needed. AUTH: NC1-AFU-88- 25
13	products resulting from the PDS which are mechanically produced output products not covered elsewhere in this manual	disk files used to produce a report, or the report itself, various listing of miscellaneous information from PDS, reentry disk files	products which serve such diversified purposes that it is impractical to develop a retention period for each	destroy when superseded or when no longer needed. AUTH: NC1-AFU-88-25

TABLE 36-4**Continued.(see note)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	RIP products	RIPs containing individual or position data not otherwise covered in this manual as required functional documentation	used for audit and verification of data input or already a part of PDS record	destroy after 3 months or when no longer needed. AUTH: NC1-AFU-88-25
15	system change requests	AF Form 804, Personnel Data System Requirement/Change Request and supporting records		destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-92-22
16		AF Form 1945, Personnel System Exceptions Report and supporting records		maintain 2 calendar years in current files, then destroy after 2 additional years. AUTH: N1-AFU-92-22
17	(RESERVED)			(RESERVED)

NOTE(S):

1. The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Products from PDS of such significance as to require specific retention periods are identified in this table and table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 36-series.

2. RESERVED.

TABLE 36-5**USAFA FACULTY/CADET RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Biographical Sketch	records used as a primary source for academic information on officers assigned to USAFA teaching positions and as a sole source for academic information on officers who have left	at faculty departments and staff agencies	retain in office for 10 years after departure from USAFA then forward to Special Collections (DFSELSC) and destroy when no longer needed for reference. AUTH: NC1-461-82-5
2	Tenure Associate Professors, Tenure Staff Officers, and Continuous Tour Officers	correspondence pertaining to the initial request, justification, Superintendent approval and AFMPC approval	at Director of Assignments (DPR)	destroy 1 year after termination or rescission of appointment. AUTH: NC1-461-82-5

TABLE 36-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Instructor Files	forms and/or correspondence on future, current, and past USAFA instructors		destroy when no longer needed for reference. AUTH: NC1-461-82-5
4	Case Files of Advance Degree Nominations	correspondence pertaining to the available resources, AFIT eligibility letters		destroy upon completion of AFIT training. AUTH: NC1-461-82-5
5	Graduate Program Applications	correspondence and related records concerning applications and preparation for scholarships/fellowships	at Graduate Studies	destroy after 25 years (Note 1). AUTH: NC1-461-82-5
6	Conduct and/or Aptitude Probation	correspondence used to refer cadet for placement on, continuation on, or removal from aptitude or conduct probation	at Cadet Policy Division	destroy upon graduation or, when cadet would have graduated. AUTH: NC1-461-82-5
7	Counseling Record	forms used in daily contacts with cadets and are part of the individual's counseling file	at Cadet Counseling Center	destroy 1 year after graduation. AUTH: NC1-461-82-5
8	Investigation Files	investigative material pertaining to Wing Honor Boards	at Cadet Honor and Ethics on 1st & 2nd class Cadets	destroy after 1 year. AUTH: NC1-461-82-5
8.01			at Cadet Honor and Ethics in 3rd and 4th class cadets	destroy after 6 months. AUTH: NC1-461-82-5
9	Case Files of Honor Hearings	honor hearings of accused cadets	guilty cases at Cadet Honor and Ethics	destroy after 5 years. AUTH: NC1-461-82-5
10			not guilty cases at Cadet Honor and Ethics	destroy after 1 year. AUTH: NC1-461-82-5
11	Honor Code Board Log	numerical log of all Honor Code Boards	at Cadet Honor and Ethics	destroy when no longer needed for reference. AUTH: NC1-461-82-5
12	Honor Review Committee	minutes of meetings and background material		destroy when no longer needed for reference. AUTH: NC1-461-82-5
13	Honor and Ethics Training	material used for honor and ethics training	at Cadet Honor and Ethics	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-5
14	Exit Questionnaire	resignation questionnaire on honor code		
15	(RESERVED)			(RESERVED)
16				
17				
18	Boards and Investigations	case files on cadets documenting investigations and boards	at Staff Judge Advocate's office	destroy when no longer needed for reference. AUTH: NC1-461-82-5
19	Cadet Promotion	roster used to provide information		destroy after 1 year.

TABLE 36-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	List	necessary to publish a listing of all cadets possessing rank for the next promotion list term		AUTH: NC1-461-82-5
20	Cadet Information Card	forms used to provide faculty departments and instructors with a ready reference academic profile of current and past cadets	at each department	destroy after purpose has been served or 10 years after graduation whichever is sooner (Note 2). AUTH: NC1-461-82-5
21	(RESERVED)			(RESERVED)
22	Motor Vehicle Information	forms used to request permission for purchase of a motor vehicle and to record information about a cadet's motor vehicle including a summary of his/her driving record	at Air Officer Command office	destroy when superseded, when no longer needed, or upon graduation, whichever is sooner. AUTH: NC1-461-82-5
23	Drum and Bugle Corps	forms and correspondence to record cadet's interest, experience, and abilities including audition sheets from tryouts	at Cadet Drum and Bugle Corps Office	destroy after graduation or when cadet would have graduated. AUTH: NC1-461-82-5

NOTE(S):

1. Retained at USAF Academy the entire retention period.
2. Retained in department the entire retention period.

TABLE 36-6**PERSONNEL SURVEYS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel surveys	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at HQ USAF/DPCE and HQ AFMPC/DPMYOS	destroy after 5 years. AUTH: N1-AFU-90-3
2			at MAJCOMs, MPFs, CPFs	destroy following closing date of the survey. AUTH: N1-AFU-90-3
3		select DESIRE inquiry statement used to identify respondents at respective MPFs and CPFs		
4		listing of respondees used to identify and contact respondees and for follow-up contacts as necessary		

TABLE 36-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		survey booklets used to administer survey		destroy after use or send to next location, as directed. AUTH: N1-AFU-90-3
6		answer sheets used to record responses, then to compile responses		send to the Air Force Military Personnel Center (AFMPC) for optical document scanner to read and create data files; destroy when quality-controlled file is created. AUTH: N1-AFU-90-3
7		computer printout of survey data used by OPR to analyze survey results		destroy when no longer needed. AUTH: N1-AFU-90-3
8		report of survey findings on data analysis, and resulting actions taken or planned		
9		computer tapes or mass storage used to maintain data available for further analysis and longitudinal studies		erase when no longer needed. AUTH: N1-AFU-90-3

TABLE 36-7**FAMILY SUPPORT CENTERS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Family Support Center programs	programs offered by the Family Support Center. Copies of outlines, indexes, letters, class lesson plans, publicity, etc., of programs available or pending		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2	records of families seeking services	on going record of individual requests for services, information or instruction (AF Forms 2800 and 2801)	at base level	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 36-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Family Support Center contact records	forms and similar documents regarding individuals who logically may later seek services of the Family Support Center either by direct contact or referral from commanders or other base agencies		destroy 3 months after quarterly report is sent in if further contact is not made. AUTH: N1-AFU-90-3
4	intake summaries	records of individuals seeking counseling, information, referral or program participation (AF Form 2806)		destroy after 2 years. AUTH: N1-AFU-90-3
5	volunteers service records	AF Forms 2805	at base level	destroy 1 year after individual departs. AUTH: N1-AFU-90-42

TABLE 36-8**POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (SEE NOTE)**

POINT RETIREMENT CREDIT SUMMARY AND REPORTING SYSTEM (PCARS) (SEE NOTE)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	input transaction registers	certified listings summarizing manual input to PCARS from the MPF (Military Personnel Flight)	produced by MPFs and held at MPF work centers	destroy after 16 months. AUTH: N1-AFU-90-3
2	processed transactions	listings reflecting all transactions processing in PCARS	produced by PCARS and distributed to MPFs	
3	rejected transactions	listings of transactions which fail edits and reject to MPFs for correction		destroy after corrective action completed or when the list is superseded by a more current list. AUTH: N1-AFU-90-3
4	point summaries	MPF member roster and point summaries for reservists assigned to the MPF		
5	ANG/USAFR retirement credit summary/statement of points earned	preprinted of continuous forms designed to be used for computer printing within PCARS and/or manually completed	in Master Personnel Record Group and Field Record Group	see table 36-12, rules 1 and 1.1. AUTH: N1-AFU-90-3
6			at MPFs and other work centers	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 36-8**Continued. (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			at Adjutants General offices in the respective states	dispose of according to the legal requirements of the individual states. AUTH: N1-AFU-90-3
8	working data used to operate the PCARS	accession listings; list of recycled transactions; list of records requiring reconciliation between APDS, PCARS and ARPAS; and various control reports used to assure a valid computer update	at MPF work centers	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	statistical reports or summaries used to manage PCARS	ANG point summary, error analysis reports, input and reject analysis reports, APDS-PCARS reconciliation reports, MPF performance evaluation reports	at MPF work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.

TABLE 36-9**PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	HQ AFMPC PDS- MILITARY PDS- CIVILIAN (TAPE)	a complete PDS record (by sub- system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May, after 13 months. AUTH: N1- AFU-90-3
2	PDS-EOM Mar and Jun			destroy after 3 years. AUTH: N1-AFU-90-3
3	PDS-EOM Dec			destroy after 6 years. AUTH: N1-AFU-90-3
4	PDS-EOM Sep			retire as permanent (See Note). AUTH: N1-AFU-94-2

TABLE 36-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	HQ AFMPC PDS- MILITARY PDS- CIVILIAN (TAPE)	records transactions processed by SSAN, CCPN for each update	provides capability for post analysis for actions affecting AF personnel structure and for reconstructing of master files	destroy after 6 months. AUTH: N1-AFU-94-2
6	HQ AFMPC Monthly (TAPE and Microform) PDS- Civilian	transactions as of update for the month, build to pack as each occurs	used for monthly reports and recovery of reports, effecting AF Personnel and strength	destroy after 6 months. AUTH: N1-AFU-90-3

NOTE: This applies to the following 6 master files (or their successors): Active Airmen Master File; Active Officers Master File; Air National Guard Airmen Master File; Air National Guard Officers Master File; USAF Reserve Airmen Master File; USAF Reserve Officers Master File.

TABLE 36-10**USAF RECRUITING SERVICE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	National Lead Fulfillment	listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement, which are used by flight supervisors and recruiters		destroy 2 years after end of FY in which all actions are completed. AUTH: N1-AFU-90-3
2	Center of Influence (COI) leads	AETC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event	at recruiting offices which held the event and at flight supervisor offices	
3	data feedback	separate or detachable mailback information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	visitor log	log to record visits by distinguished civilians and all military personnel	at recruiting offices	destroy after 1 year. AUTH: N1-AFU-90-3
5	Personal Interview Records (PIRs)	records prepared during interview to determine enlistment eligibility	at preparing activities	destroy 2 years after end of FY in which all actions are completed. AUTH: N1-AFU-90-3

TABLE 36-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	enlistment case files	forms and related records used to process and enlist individuals into the military service (See Note 1)	at recruiting offices	send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility. AUTH: N1-AFU-90-3
7		forms and related records used to process and enlist individuals into the military service (See Note 1)	at AF Liaison (MEPS) Offices	distribute case file forms per AETCR 33-2 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 90 days after applicant enlistment. AUTH: N1-AFU-90-3
8		case files on applicants separated from the Delayed Enlistment Program (DEP)	at squadron operations offices	destroy 1 year after the end of the month in which the applicant was discharged. AUTH: N1-AFU-90-3
9		case files on applicants processed and disqualified because they failed to meet mental or physical standards, failed to enlist in the DEP or regular AF or accept assignment reservation, or no further enlistment action is contemplated	at recruiting offices	destroy 3 months after the end of the month case file was received by the recruiter. AUTH: N1-AFU-90-3
10	school program folders	individual data pertaining to type of school, visits scheduled, direct mail program mailouts, ASVAB listings and other appropriate data		destroy 2 years after end of FY. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	Recruiter Daily Activity Log	form used to log daily expectation, literature mailed, replies received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were recontacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc., which are prepared by the recruiter		destroy after 3 months. AUTH: N1-AFU-90-3
13	Supervisor's Recruiter Activity Log	evaluation and analysis of flight recruiters, which are prepared by the flight supervisor		destroy when no longer needed or upon transfer to Consolidated

TABLE 36-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				Recruiter Activity Log. AUTH: N1-AFU-90-3
14	Consolidated Recruiting Activity Log	data consolidated from Supervisor's Recruiter Activity Log, which are prepared by the flight supervisor		destroy 1 year after end of FY. AUTH: N1-AFU-90-3
15	Squadron Operations Daily Activity Log	data on daily recruiting operations	at squadron operations sections	destroy after 3 months. AUTH: N1-AFU-90-3
16	Squadron Operations Monthly Activity Log	data consolidated from Operations Daily Activity Log		destroy 1 year after end of FY. AUTH: N1-AFU-90-3
17	market surveys	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data	at recruiting offices	destroy 1 year after end of FY. AUTH: N1-AFU-90-3
18			at flight and squadron operations offices	destroy 2 years after end of FY. AUTH: N1-AFU-90-3
19	commissioning case files	applications awaiting board action	at Officer Training School/medical/nurse program manager office and AFRS	destroy 12 months after end of the month of entry into active duty (EAD). AUTH: N1-AFU-90-3
20		applications awaiting resubmission for those who have been nonselected, have declined a commission, or have been medically disqualified		destroy 12 months after the end of the month in which final action is completed. AUTH: N1-AFU-90-3

NOTE(S):

1. Refer to AETCR 33-2 for listing of applicable forms.
2. RESERVED.

TABLE 36-11**PERSONNEL SERVICES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	services program planning	studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities		see table 34-1. AUTH: N1-AFU-90-3
2	support for religious, morale, welfare, and recreation facilities and activities	supply records; fund budgets (See Note)		

TABLE 36-11**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	professional entertainer records	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		
4	private organizations' (PO) records	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	at responsible staff offices as designated by the installation commander	destroy 1 year after discontinuance of the PO (See Note). AUTH: N1-AFU-90-3
5		minutes of meetings and monthly financial statements		destroy after 1 year or when no longer needed, whichever is sooner (See Note). AUTH: N1-AFU-90-3
5.01	Private organizations' (PO) records of types 2 and 3 POs as described in AFI 34- 123	financial audits and reviews		destroy after 1 year or when no longer needed, whichever is sooner. (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy.) AUTH: N1-AFU-90-3
6	reports on applications for vending stand locations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years. AUTH: N1-AFU-90-3
7			at MAJCOMS and intermediate commands	destroy after 3 months. AUTH: N1-AFU-90-3
8			at installations	destroy after 2 years. AUTH: N1-AFU-90-3

NOTE: Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (see AFI 37-138, paragraph 2.7).

TABLE 36-11 ①**PERSONNEL SERVICES** ②

	A ③	B	C	D
R U L E	If the records are or pertain to ④	consisting of ⑤	which are ⑥	then ⑦
1	services program planning	studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities		see table 34-1. ⑧ AUTH: N1-AFU-90-3
2	support for religious, morale, welfare, and recreation facilities and activities	supply records; fund budgets (See Note)		
3	professional entertainer records	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		
4	private organizations' (PO) records	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	at responsible staff offices as designated by the installation commander ⑨	destroy 1 year after discontinuance of the PO (See Note). AUTH: N1-AFU-90-3
5		minutes of meetings and monthly financial statements		destroy after 1 year or when no longer needed, whichever is sooner (See Note). AUTH: N1-AFU-90-3
*5.01 ⑩	Private organizations' (PO) records of types 2 and 3 POs as described in AFI 34-123	financial audits and reviews		destroy after 1 year or when no longer needed, whichever is sooner. (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy.) AUTH: N1-AFU-90-3
6	reports on applications for vending stand locations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years. AUTH: N1-AFU-90-3
7			at MAJCOMS and intermediate commands	destroy after 3 months. AUTH: N1-AFU-90-3
8			at installations	destroy after 2 years. AUTH: N1-AFU-90-3

NOTE: Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (see AFI 37-138, paragraph 2.7).

TABLE 36-12**INDIVIDUAL MILITARY PERSONNEL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Master Personnel Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC	manage according to AFI 36-2608 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (See Note 4). AUTH: NC1-AFU-80-29
1.01	Command Record Group or Field Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFI 36-2608. AUTH: N1-AFU-90-3
1.02	Air Force Discharge Review Board (final action)	case files of hearing proceedings of applicants	SAF/MIC	transfer to NPRC (MPR) after HQ AFMPC and HQ ARPC complete all personnel actions pertaining to the individual. Destroy after 75 years. Also retire cassette tapes of hearing to WNRC on an annual basis, or when volume permits, whichever is sooner. Destroy after 75 years. (See Note 7). AUTH: N1-AFU-90-15
2	personnel information file	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS (See Note 8). AUTH: N1-AFU-90-3
3	Air Force Personnel Selection Panel (PSP) records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	destroy when no longer needed or when member leaves AFSAC. AUTH: N1-AFU-90-3

TABLE 36-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3.01		records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc.	at HQ AFMSC/SGP	destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (See Notes 1 and 2). AUTH: N1-AFU-90-3
3.02	Air Attache Informational Personnel Records	career briefs, selected and nonselected packages and related records which pertain to air attaches	at Directorate of Air Attache Affairs, HQ AFISA	destroy when no longer needed or when members leaves Attache service. AUTH: N1-AFU-90-3
4	correction of military records of officers and airmen	copies of policies, opinions, and other records pertinent to the establishment and function of the AF Board for Correction of Military Records (AFBCMR) accumulated by the board under AFIs 36-2603 and 36-2401 (see table 38-5, rule 1)	at AFBCMR	destroy when no longer required. AUTH: N1-AFU-90-3
5		case files of AF Board for Correction of Military Records		destroy after 75 years. AUTH: N1-AFU-90-3
6			at HQ AFMPC and HQ ARPC	destroy after 3 years. AUTH: N1-AFU-90-3
7			at other than SAF/MICB(S) and HQ AFMPC and HQ ARPC	destroy after 2 years or when individual transfers or separates from service, whichever is sooner. AUTH: N1-AFU-90-3
7.01		working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders	accumulated by the Review Board at AFMPC and ARPC under AFI 36-2401	destroy on completion of Review Board actions. AUTH: N1-AFU-90-3
8	Personnel Accountability Kit (PAK)	records which individuals must handcarry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment		return to the unit upon completion of deployment, or give to individual upon PCS, separation or discharge in order to comply with appropriate directives (Exception: return passports per DODI 1000.21-R). AUTH: N1-AFU-90-48
9	service number	registers, logs or comparable records		transfer to NPRC

TABLE 36-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	register files	used to identify individuals to whom specific service numbers were assigned, or to control the allotment and suballotment of blocks of service numbers obtained from Department of the Army, 1947-July 1969		(MPR) and destroy when no longer needed in the reconstruction of military personnel records. AUTH: N1-AFU-90-3
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	original records initiated at MPFs and copies at HQ AFMPC/DPMARS	dispose of per AFI 36-2608. AUTH: N1-AFU-90-3
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated. AUTH: N1-AFU-90-3
12			at security police and other base agencies	see table 38-1. AUTH: N1-AFU-90-3
13	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records; AF Form 393, Individual Records for Weight Management and Fitness Improvement Training (FIT) Programs, AF Form 1975, Personal Fitness Progress Chart, individual notification correspondence and other related documents required by AFI 40-502.	maintained in unit orderly rooms	destroy 1 year after removal from program(s), after successful completion of Probation and Rehabilitation (P&R), or 90 days after separation or retirement, whichever is sooner (See Note 3). AUTH: N1-AFU-90-33
13.01	(RESERVED)			(RESERVED)
14	family care responsibilities	AF Form 357	at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office	destroy when superseded, member is reassigned, or required to document dependent care plan. AUTH: N1-AFU-90-3
15		automated listing of assigned single member sponsors and military couples with dependents	at unit orderly room	destroy when superseded. AUTH: N1-AFU-90-3
16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/DPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years. AUTH: N1-AFU-90-3
16.01	Individual Management Augmentee (IMA)	copies of records covered elsewhere in this regulation or other records necessary to manage the member at	with Unit Reserve Coordinators	destroy when superseded or no longer needed. At time of

TABLE 36-12**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	folders	the unit/supervisor level		reassignment or separation, forward the record to the member; and if reassigned within the command, forward the record to the gaining unit. AUTH: NI-AFU-93-16
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Personnel Center (SAF/MIBR)	retire as permanent (See Note 6). AUTH: NC1-AFU-82-52
18			at other than AFMPC/DPMDOA	destroy 2 years after service credit determination is made. AUTH: N1-AFU-90-3
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (See Note 5). AUTH: N1-AFU-90-3
20	court reporter's record	court reporter's recordings for formal hearings of the Physical Evaluation Board consisting of verbatim or summarized records and tapes and discs not transcribed		destroy 3 years after date of hearing. AUTH: N1-AFU-90-28
21	military personnel flight letters (MPFL) and ALPERSCOM letters	record copies	at HQ AFMPC	destroy after 2 years. AUTH: N1-AFU-90-3
22		copies used as a policy reference file and maintained in control number sequence by calendar year	at other than HQ AFMPC	destroy after 90 days or when no longer needed. AUTH: N1-AFU-90-3
23	Officer or Enlisted Trained Personnel Requirement (TPR)	manning level by AFSCs		destroy after 2 years. AUTH: NI-AFU-93-17

NOTE(S):

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining MPF for intracommand reassignments.
3. RESERVED.
4. Transfer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC. National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.

5. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.
6. Transfer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.
7. DD form 293, DRB Findings and DRF minority reports will be incorporated into the MPR. All other records will be destroyed after 75 years and will be stored separately from the MPR.
8. On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

TABLE 36-13**REENLISTMENT AND RETENTION (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFI 36-2606	at units of assignment	send to gaining unit upon PCA without PCS; or send to Base Career Advisor when the airman is scheduled for PCS, separation, or is selected for reenlistment. For AF Reserve personnel, destroy 1 year after loss of member. AUTH: N1-AFU-91-27
1.01			at MPF in the career enhancement element	forward for inclusion in the UPRG when the airman is scheduled for PCS; give to the member upon separation or reenlistment; return to unit of assignment when the airman becomes ineligible to reenlist. For AF Reserve personnel, destroy 1 year after loss of member. AUTH: N1-AFU-91-27
2	selective reenlistment and retention	selection records, including annotated eligibility rosters created in selecting or nonselecting airmen for continued service		destroy after 1 year. AUTH: N1-AFU-90-3
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action. AUTH: N1-AFU-90-3
4	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at MPFs career enhancement	destroy when no longer needed or 1 year after final action, whichever is later (See Note 2). AUTH: N1-AFU-90-3

TABLE 36-13**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01	AFRES Enlisted Incentive Program	bonus contracts, reports, related correspondence pertaining to the AFRES enlisted incentive program	at HQ AFRES/DPRV	
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at MPFs career enhancement	destroy after 1 year. AUTH: N1-AFU-90-3
6	special retention initiative or suggestions	records pertaining to identification of such factors and actions taken for adoption or disapproval	at MPFs or units	destroy after 1 year. AUTH: N1-AFU-90-3
7 thru 10	(RESERVED)			(RESERVED)
11	reenlistment and retention program	records required by AFI 36-2006 which is not covered elsewhere in this regulation		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Rules apply to those copies not required by current directives to be filed in individual military personnel record groups (see table 36-12).
2. See table 177-25 for the disposition of actual pay records maintained by the AFOs.

TABLE 36-14**ENLISTMENT AND REENLISTMENT RECORDS (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	enlistment and transfer reports	reports of enlistments, reenlistments, and reassignments		destroy after 2 years. AUTH: N1-AFU-90-3
2	rejected enlistment applications	applications and related correspondence		destroy after 2 years. AUTH: N1-AFU-90-3
3	basic trainee interview records	interviews and supporting records		destroy 1 year after completion of case. AUTH: N1-AFU-90-3
4	recruiting activities management support system (RAMSS) DSD EO27	enlistment processing records		destroy when no longer needed. AUTH: N1-AFU-90-3
5		recruiter personnel records		destroy 1 year after individual is removed from recruiter production status. AUTH: N1-AFU-90-3

TABLE 36-14**Continued. (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		armed services vocational aptitude battery (ASVAB) testing lead information		destroy after 2 months. AUTH: N1-AFU-90-3
7	Enlistment or Reenlistment Agreement- Armed Forces of the US, and AF reenlistment eligibility form	forms on enlistments and reenlistments	at MPFs and career assistance units	destroy after 3 months. AUTH: N1-AFU-90-3

NOTE: Rules apply to those copies not required by other directives to be filed in individual military personnel records groups (see table 36-12).

TABLE 36-15**CLASSIFICATION AND ASSIGNMENT RECORDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel action forms (See Note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 36-12. AUTH: N1-AFU-90-3
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3		classification/on-the-job training action (AF Form 2096 or RIP) and duty status change (AF Form 2098)	at MPFs and CRPOs	destroy after 30 days. AUTH: N1-AFU-90-3
4				
5		assignment/personnel action forms, board actions and related records	at HQ USAF and MAJCOMs	
6			at unit of assignment and GSUs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 36-15**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			at MPFs	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	personnel action forms used as legal evidence	copies of forms identified in rules 1 through 7	used as legal evidence in courts-martial or other legal proceedings	dispose of with court- martial or other legal proceedings to which they relate. AUTH: N1-AFU- 90-3
10			not filed as an attachment or exhibit to legal proceedings	destroy when no longer needed. AUTH: N1-AFU- 90-3
11	(RESERVED)			(RESERVED)
12				
13	officer career objective statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and MPFs	destroy when superseded or on separation, whichever is sooner. AUTH: N1-AFU-90-3
14	airman assignment preference statement (overseas volunteer statements)	AF Form 392	used to assign airmen to overseas preference	return to member. AUTH: N1-AFU-90-3
15	personnel selected for relocation	records pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
16	individual job descriptions	a job description for each established position		destroy when superseded, cancelled or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
17	(RESERVED)			(RESERVED)
18	assignment preference applications/special duty assignments	letters, applications, DD Form 398, AF Forms 109 and related records required by AFI 36-2110 (except AF Form 392)	approved	place in relocation folder. AUTH: N1-AFU-90-3
19			disapproved	return records to member. AUTH: N1-AFU-90-3
20	(RESERVED)			(RESERVED)
21	personnel status reports	reports prepared by units collocated with a servicing MPF to report duty status changes	at preparing unit	destroy when no longer needed (See Note 3). AUTH: N1-AFU-88-22
21.01			at MPFs	
21.02	duty status change messages	messages prepared by geographically separated units from a servicing MPF to report duty status changes		

TABLE 36-15

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
21.03			at preparing unit	
22	relocation folder	records assuring proper outprocessing from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files	at MPFs	destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled (See Note 4). AUTH: N1-AFU-90-3
22.01		forms used to assure proper in-processing from an activity on PCS		destroy 3 months after reporting month. AUTH: N1-AFU-90-3
22.02		forms used to assure proper out-processing for Basic Military Training Graduates (See Note 3)	at Air Force military training centers (AETC)	destroy after 3 months. AUTH: N1-AFU-90-3
23	exchange officers	reports prepared by Allied Officers and submitted to officer's home service		destroy 5 years after exchange officer returns. AUTH: N1-AFU-90-3
24		case files of administrative records on USAF and Allied officers		destroy 1 year after completion of assignment or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25	(RESERVED)			(RESERVED)
26	military sponsor program	military sponsor program information forms at losing activity		forward to gaining command. AUTH: N1-AFU-90-3
27		related correspondence	at losing activity	destroy when no longer needed. AUTH: N1-AFU-90-3
28			at gaining activity	
29	(RESERVED)			(RESERVED)
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFI 36-2303	kept by supervisors, HQ USAF, and MAJCOM functional managers	destroy when superseded or when AAD requirement is deleted. AUTH: N1-AFU-90-3
31			(RESERVED)	(RESERVED)
32			approved AAD requirements for changes in the manpower data system	see table 38-3. AUTH: N1-AFU-90-3
33	enlisted aide	semiannual report, which		destroy when superseded,

TABLE 36-15**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	assignments	identifies personnel actions related to the allocation and assignment of AF enlisted aides		obsolete or no longer needed. AUTH: N1-AFU-90-3
34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	destroy after 1 year. AUTH: N1-AFU-89-26
35	(RESERVED)			(RESERVED)
36	humanitarian/EFMP applications	case files of applications for humanitarian/EFMP reassignment/ deferment	approved	destroy after 18 months. AUTH: N1-AFU-89-34
37			disapproved	return to member 18 months after disapproval. AUTH: N1-AFU-89-34

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in military personnel records groups (see table 36-12).
2. When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for MPF administrative section, and return original and all other copies to the originator.
3. Maintenance at the preparing unit is not required.
4. TDY relocation records pertaining to school/training quotas at other than MPFs are disposed of in accordance with table 36-37, rule 1.

TABLE 36-16**PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	unfavorable information files (UIFs) on officers and airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel; and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence,	UIF custodian	destroy 1 year after the effective date of placement into UIF the most recent unfavorable correspondence or document not related to administrative reprimand or admonition (See Notes 1, 2, 4, 5, 6) (EXCEPTIONS: a. when the UIF contains more than one document, destroy all records 1 year from the effective date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5; b. files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies). AUTH: NI-AFU-90-3
2		all copies of UIF summary	at MAJCOMs/FOAs/unit s and the original of the UIF summary maintained in the UIF	unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit; following reassignment from the unit (does not include unit redesignations), they will be destroyed; all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (See Note 2). AUTH: N1-AFU-90-3

TABLE 36-16**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			on students attending AETC flying/technical courses except as provided in rules 1 and 5	destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (See Note 2). AUTH: N1-AFU-90-3
4			on personnel missing/captured in action, except as provided for in rules 1 and 5	forward to HQ AFMPC/DPMAJB when the command or field record group is disposed of according to AFI 36-2608. AUTH: N1-AFU-90-3
5		results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions) as explained in AFI 36-3014 pertaining to active duty personnel	at MPFs, Special Actions Unit, or Unit Orderly Room	destroy 2 years after effective date of punishment, or when commander signs blocks 6 and 7 of the AF Form 3070 for Article 15 action, or when the member is separated (without immediate return or continuation on active duty), retires or dies (EXCEPTION: when additional correspondence or documents are placed in the UIF under this rule or under rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 or 2 years from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1 or 2, applicable (See Note 2). AUTH:

TABLE 36-16**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	control rosters on officers and airmen	manual or mechanized control rosters accumulated under AFI 36-3014		destroy 1 year from date or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
8	line of duty (LOD) determination file	original copy of AF Form 348, Line of Duty Determination and DD Form 261, Report of Investigation Line of Duty and Misconduct Status	at HQ AFMPC or HQ AFRPC	See table 36-12, rule 1. AUTH: N1-AFU-90-3
8.01		duplicate copies		destroy 1 year after reconciliation with MPF career enhancement. AUTH: N1-AFU-90-3
9	officers' reclassification boards	board proceedings and related documents	on officers who are inefficient or otherwise unsuitable in current assignments	destroy after 5 years. AUTH: N1-AFU-90-3
10	qualification records	temporary forms		destroy when entries have been transcribed to permanent record. AUTH: N1-AFU-90-3
11	Nuclear Weapons Personnel Reliability Program (PRP)	Personnel Reliability Certificate (AF Form 286), and Notification of Personnel Reliability Program Decertification Action (AF Form 286A)	for PRP certification and permanent decertification	maintain and retire per AFI 36-2608. AUTH: N1-AFU-91-44
12	Nuclear Weapons Personnel Reliability Program (PRP)	decertification case files	for PRP permanent decertification	destroy 1 year after date of decertification. AUTH: N1-AFU-91-44
12.01			for PRP temporary decertification	destroy when individual is no longer assigned to PRP duties or at Commander's discretion. AUTH: N1- AFU-91.44
12.02			for removal of PRP permanent decertification action	destroy 1 year after date of approval. AUTH: N1-AFU-91-44
13		Personnel Reliability Program Notification and Suspension Log (AF Form 164)	for PRP-related duties suspension	destroy each page when all suspensions are resolved. AUTH: N1- AFU-91-44
14		PRP status roster	for Commander's validation of PRP status	destroy when superseded. AUTH: N1-AFU-91-44

TABLE 36-16**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14.01	PRP certificates	forms used in the PRP qualification and screening process	at units of assignment	destroy when individual is no longer assigned to PRP duties. AUTH: N1-AFU-90-3
14.02		forms for individuals reassigned to another unit on the same base who will be assigned to PRP duties at the new unit		send to the gaining unit of assignment. AUTH: N1-AFU-90-3
15	drug abuse (on or before 30 Sep 94)	contents of drug abuse case treatment files and other records related to a member's entry into and participation in rehabilitation accumulated under AFI 36-2701.		see table 36-1. AUTH: N1-AFU-90-3
16 thru 20	(RESERVED)			(RESERVED)
21	officer quality force management records	summaries of potential and pending quality force actions on officers assigned	at MAJCOM	destroy 2 years after last entry or sooner if superseded or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

- Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 36-12).
- If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.
- (RESERVED)
- Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed.
- Where the documentation relates to the placement of the member in the drug abuse program under AFD 36-27, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later.
- Subject to the policies and procedures outlined in AFI 36-2907, UIF records which were placed in the UIF under rule 1 of this table may be removed prior to the normal disposition date(s).
- 7-11. (RESERVED)

TABLE 36-17

MILITARY PERSONNEL TESTING RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	test development materials	specimen sets of tests; background material on test items, tests, and test batteries; forms, statistical data, and related materials	at test development activities	destroy when no longer needed. AUTH: N1-AFU-90-3
2	request for waiver of promotion testing (current cycle)	listing of personnel in grade E-4 through E-8 eligible for promotion consideration who declined to test	filed in unit personnel record group per AFI 36-2608	see table 36-12, rule 1.1. AUTH: N1-AFU-90-3
3	test verification or statement of refusal to test			
4	test results			
5	airman promotion test rosters	AFOQT, BAT		see table 36-22. AUTH: N1-AFU-90-3
6	controlled test material destruction certificates or disposition records	accountability listings or forms	at test control offices	destroy after 2 years (See Note 2). AUTH: N1-AFU-90-3
7	inventories of test materials (See Note 3)			keep current and immediately preceding inventories; destroy all others (See Note 2). AUTH: N1-AFU-90-3
7.01	controlled test material accountability record			destroy after 2 years. AUTH: N1-AFU-90-3
7.02	change of Test Control Officer (TCO) and unannounced impartial official inventories of TCO accounts			destroy after completion of next quarterly inventory. AUTH: N1-AFU-90-3
8	record of test administration	Armed Forces Classification Test (AFCT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT), Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB), Air Force Officer Qualifying Test (AFOQT), Basic Attributes Test (BAT)		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 36-17

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	test material	controlled test material governed by AFI 36-2605, including test booklets, score keys, and test tapes	at Test Control Offices	destroy superseded editions within 30 days of receipt of revised editions or as directed by HQ AFMPC/DPMMT. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	completed answer sheets	answer sheets for AFCT, EST, EDPT, AFDAT and AFRAT	scored locally	destroy after 6 months. AUTH: N1-AFU-90-3
15.01		(RESERVED)		(RESERVED)
15.02				
15.03				
15.04		answer sheets for DLAB, DLPT II/DLPT III, and DLPT I		send monthly to ATFL-EST-M, Foreign Language Center, ATTN: Test Control Officer Building 631, Room 16, Presidio of Monterrey, CA 95944-5006. AUTH: N1-AFU-90-3
15.05		answer sheets for AFOQT	scored at HQ AFMPC	send to HQ AFMPC/DPMYOT, Randolph AFB TX 78150-6001, where they will be destroyed when no longer needed. AUTH: N1-AFU-90-3
16		(RESERVED)		(RESERVED)
16.01		answer sheets for Armed Services Vocational Aptitude Battery (ASVAB)	at Air National Guard (ANG) and AF Reserve (AFRES) testing units, and overseas Consolidated Base Personnel Offices and testing units	destroy 6 months after scoring. AUTH: N1-AFU-90-3
17	completed answer cards	Air Force Personnel Test 851 (AFPT 851)	record copies at Air Force Manpower and Personnel Center, Airman Promotion Management Branch (HQ AFMPC/DPMAJW)	destroy after 2 years AUTH: N1-AFU-90-3

TABLE 36-17**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	High Score File	listings used in test compromise research	record copies at HQ AFMPC/DPMAJW	destroy after 6 months AUTH: N1-AFU-90-3
19	Current Master File (MTF)	microfiche containing current test record		destroy after 2 years AUTH: N1-AFU-90-3
20	USAFSE Results (Roster)	listings of USAFSE results by name and month of administration		destroy after 20 years AUTH: N1-AFU-90-3
21	Test Answer Card Reject Analysis Listing	listing of error rates by TCO		destroy after 1 year AUTH: N1-AFU-90-3
22	AFPRT 237/Machine Run Rosters	listing of individuals testing by TCO		destroy after 1 year AUTH: N1-AFU-90-3
23	No-Show Waivers	request for no-show waivers		destroy after 2 years AUTH: N1-AFU-90-3
24	Historical Master Test File (MTF)	test records purged from the current MTF		destroy after 10 years AUTH: N1-AFU-90-3
25	Test Compromise Cases	files of investigation	record copies at HQ AFMPC/DPMAJW/D PMYOT	destroy after 2 years AUTH: N1-AFU-90-3

NOTE(S):

1. This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and includes tests for aptitude, proficiency, procurement and promotion programs. (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in tables 71-7, prisoner tests in table 31-2, DANTES tests in table 36-50, etc.)
2. When a TCO's account is disestablished, furnish a copy of disposition of test materials to the MAJCOM/FOA test control officer for review and retention for 1 year.
3. RESERVED.
4. 3700 PRG/DPPT, Lackland AFB TX 78236-5000 will destroy after 2 months.

TABLE 36-18**FLYING STATUS RECORDS (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	flying evaluation boards, faculty boards, or aeronautical rating boards	board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status		see table 13-10, rule 49. AUTH: N1-AFU-90-3
2	flying status reports	reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements		see table 13-10, rule 50. AUTH: N1-AFU-90-3

TABLE 36-18**Continued. (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	crew information formats	locally devised forms used to collect personnel and operational data on "lead-select" crews		see table 13-10, rule 51. AUTH: N1-AFU-90-3
4	flying status actions	correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Record (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions	at MAJCOMs/FOAs/maj or subordinate commands	see table 13-10, rule 52. AUTH: N1-AFU-90-3
5			below major subordinate commands	see table 13-10, rule 53. AUTH: N1-AFU-90-3
6	Missileman Badge	applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge	accumulated by approving/disapproving authorities	destroy after 1 year. AUTH: N1-AFU-90-3
7	Weapons Controller Badge			see table 36-33. AUTH: N1-AFU-90-3
8	parachute jump records	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for transferred personnel	send to new duty station. AUTH: N1-AFU-90-3
9			for separated personnel and individuals who are detached from jump duty	give to individual. AUTH: N1-AFU-90-3
10			for deceased personnel	forward for inclusion in personal effects (see AFI 34-501). AUTH: N1-AFU-90-3
11			for missing in action, captured, or interred personnel	forward for inclusion in MPRG. AUTH: N1-AFU-90-3
12	Space Badge	suspense copy of the application or request for award of the Basic, Senior or Master Space Badge	at approving/disapproving authorities	destroy 3 months after approval/disapproval of the space badge. (Note: original is filed in UPRG). AUTH: N1-AFU-90-3

NOTE: Rules apply to those copies not required by other directives to be filed in the military personnel groups (see table 36-12).

TABLE 36-19**PROMOTION AND DEMOTION RECORDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	officer appointment, promotion, selection boards through the grade of Colonel	proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (See Note 2). AUTH: N1-AFU-90-3
1.01	General officer promotion boards	board report, Secretarial direction to boards, joint statistics, letters of appointment, board agenda, board membership, board president and secretary remarks, eligible and selectee demographic data, eligible notification, recorder in-brief and out-brief, oaths, required interviews, call lists, selectee biographical data, IG record screening information, show cause designees, and benchmark records	at the Air Force Office of General Officer Matters (AFDPG)	retire as permanent (See Note 3). AUTH: NC1-AFU-84-8
2	officer appointment, promotion, selection boards other than in rule 1.1	proceedings, findings and related records	at other than HQ USAF/MPG, HQ AFMPC and HQ ARPC	destroy 1 year after final action or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3
2.01	regular appointments and indefinite reserve status	eligible and ineligible listings	at HQ AFMPC	see rule 1. AUTH: N1-AFU-90-3
2.02			at other than HQ AFMPC	destroy 6 months after all actions have been completed for the board. AUTH: N1-AFU-90-3
2.03		acceptance oaths/statements, medical certificates, statements of declination	at HQ AFMPC and MPFs	see table 36-12, rule 1. AUTH: N1-AFU-90-3
2.04			at other than HQ AFMPC and MPFs	destroy 6 months after all actions have been completed for the board. AUTH: N1-AFU-90-3
2.05	short term promotion records (other than those in rules 1, 1.1 and 2)	evaluation comments	at HQ AFMPC or HQ USAF	destroy when individual separates, retires or is promoted or when no longer needed. AUTH: N1-AFU-88-4
3	airman promotions	board proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (See Note 2). AUTH: N1-AFU-90-3

TABLE 36-19**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			at MPFs	destroy 1 year after approval. AUTH: N1-AFU-90-3
5		recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFI 36-2502. AUTH: N1-AFU-90-3
6			other than in rule 5	destroy on promotion or supersession, whichever is sooner. AUTH: N1-AFU-90-3
7		inquiries, waivers, supplemental actions, and related records not part of the board proceedings	at MAJCOMs/HQ AFMPC	destroy after 1 year. AUTH: N1-AFU-90-3
8			at MPFs	destroy 1 year after end of cycle. AUTH: N1-AFU-90-3
9		records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings	at MAJCOMS/HQ AFMPC	destroy after 5 years. AUTH: N1-AFU-90-3
10			at MPFs	destroy 1 year after end of cycle. AUTH: N1-AFU-90-3
11	airman demotions	recommendations for reduction in grade, and related records	approved and demotion directed	destroy after 1 year. AUTH: N1-AFU-90-8
12			disapproved	destroy after 3 months. AUTH: N1-AFU-90-3

NOTE(S):

1. Rules apply only to those not required by other directives to be filed in the individual record groups (see table 36-12).
2. Retain for 5 years, then retire to WNRC, where the records will be destroyed after 45 additional years.
3. Transfer to National Archives after 50 years.

TABLE 36-20**DISCHARGE AND SEPARATION (SEE NOTE 1)**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other related records	approved actions resulting in discharge	see rule 7 and note 1. AUTH: N1-AFU-90-3
2		(RESERVED)		(RESERVED)
3		maintained at Legal Office as legal evidence	actions not resulting in discharge (See Note 2)	destroy after 1 year or on reassignment of member, whichever is sooner (See Note 3). AUTH: N1-AFU-90-3
4	requests for discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	disapproved actions	destroy 6 months after notification of disapproval. AUTH: N1-AFU-88-3
5			approved actions resulting in discharge	see rule 7 and note 1. AUTH: N1-AFU-90-3
6	report of transfer or discharge	forms and related records	at recruiting units	destroy 3 months after date of separation. AUTH: N1-AFU-90-3
7	separation preparation	relocation preparation project folders used to consolidate separation processing records and also includes recommendations for separation for cause resulting in separation		
8	(RESERVED)			(RESERVED)
9	exit questionnaires	questionnaires and similar records accomplished during separation processing		destroy after 6 months. AUTH: N1-AFU-90-3
10	request for waiver of discharge processing	related records	approved	hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy (See Note 2). AUTH: N1-AFU-90-3
11			disapproved	return to originator. AUTH: N1-AFU-90-3
12	recruiting prospect card	personnel data and counseling action	maintained by the Reserve/Guard Counselor	destroy 1 year after separation. AUTH: N1-AFU-90-3
13	approved waiver of discharge for fraudulent enlistment entry (excludes waiver for concealment of prior service)	board proceedings, board waivers, recommendations, and related records on approved waiver resulting in retention		see rule 7 and note 1. AUTH: N1-AFU-90-3

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 36-12).
2. When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFI 36-2608 and remove when probation or rehabilitation is complete and suspended involuntary discharge is permanently cancelled.
3. EXCEPTION: See AFI 36-2608 for records containing information indicating the possible existence of a physical or mental defect, or pertaining to airmen holding appointments of Reserve of the AF, commissioned or warrant officer.

TABLE 36-21**AF TRANSITION PROGRAM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operation and administration of AF Transition Program	policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under table 37-11	at other than HQ AFMPC/DPMA	destroy after 1 year. AUTH: N1-AFU-90-3
1.01			at HQ AFMPC/DPMA	retire as permanent (See Note). AUTH: NC1-AFU-83-43
2	individual case files	records required for each participant	at transition program offices	destroy 6 months after termination of military status or reenlistment. AUTH: N1-AFU-90-3
3	transition training agreements			
4	recurring reports	reports required by this program not covered elsewhere in this regulation	at MAJCOM and HQ AFMPC/DPMA, transition program offices	destroy after 1 year. AUTH: N1-AFU-90-3
5	Manpower Development Training Act	records such as budget estimates and annual plans		
6 thru 9	(RESERVED)			(RESERVED)

NOTE: Transfer to National Archives 20 years after project termination.

TABLE 36-22**AIRMAN PROMOTION SYSTEM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	airman test control rosters	lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s)	record copy (original)	destroy after 1 year. AUTH: N1-AFU-90-3
2	airman ineligible for promotion testing rosters	lists of personnel not eligible for promotion testing		
3	airman promotion testing purge roster	lists of personnel by AFSC and grade overdue for completion of required promotion test		

TABLE 36-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	airman promotion eligibility listings	lists of personnel in grades E-1 through E-8 eligible for promotion consideration		destroy after 6 months from processing month for grades E-1 through E-3. Destroy after 1 year from end of cycle for grades E-4 and above. AUTH: N1- AFU-90-3
5	airman promotion ineligibility listings	lists of personnel in grades E-1 through E-8 ineligible for promotion consideration		
6	airman promotion selectees listings	lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade		destroy unit lists after 6 months. Destroy MPF lists after 1 year from end of cycle. AUTH: N1-AFU-90-3
7	airmen promotion non-selectees listings	list of personnel grades of E-1 through E-8 who were not selected for promotion to next higher grade		
8	airman promotion selection monthly increment list	list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month		destroy after 1 year from end of cycle. AUTH: N1-AFU-90-3
9	airman promotion data verification record	lists data to be reviewed by those personnel eligible for promotion	individual's copy	destroy when no longer needed. AUTH: N1- AFU-90-3
10	promotion test requirements	listing containing test requirements for personnel eligible for promotion	record copy (original)	destroy after 1 year. AUTH: N1-AFU-90-3
11	rosters and listings covered by rules 1 through 10	information copies		destroy after 90 days or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12	WAPS notice	listing containing data that was used for promotion	individual's copy	destroy when no longer needed. AUTH: N1- AFU-90-3
13	promotion cutoff/select analysis list	listing reflecting eligible personnel, quota selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	HQ AFMPC record copy	destroy after 10 years. AUTH: N1-AFU-90-3
14			copies other than rule 13	destroy after 1 year. AUTH: N1-AFU-90-3
15	post select control list	listing of record status changes to the WAPS file	HQ AFMPC record copy	destroy after cycle is purged. AUTH: N1- AFU-90-3
16	TICS 309 input by MPF/HAF errors	a reject listing which identifies TICS 309 input by MPF or HAF		

TABLE 36-22

Continued.

Continued:

	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
17	unprojected promotions and MPF/HAF promotion withholds/cancellations	listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion			
18	special category SKT exempt personnel	listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS			
19	nonreconcilable tests received	listing of test(s) received that were not compatible with AFSC data			destroy after 1 cycle. AUTH: N1-AFU-90-3
20	SSAN change list	listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected			destroy after 1 year. AUTH: N1-AFU-90-3
21	world wide master promotion name list	listing of personnel selected, nonselected, ineligible or nonweighable for promotion			destroy after 10 years. AUTH: N1-AFU-90-3
22			copies at other than HQ AFMPC	destroy after 2 cycles. AUTH: N1-AFU-90-3	
23	master selectee promotion sequence number list	listing of promotion selectees by sequence number assigned	HQ AFMPC record copy	destroy after 10 years. AUTH: N1-AFU-90-3	
24	initial/supplemental master promotion select/nonselect list	listing of selectees and nonselectees by promotion AFSC considered for promotion			
25	promotion withhold list	listing of personnel whose promotion has been withheld		destroy after 6 months. AUTH: N1-AFU-90-3	
26	batch transaction validate	listing of transactions checked for validity that process to the master personnel file			
27	staff input transaction register	listing of transactions that update the master personnel file		destroy after 3 months. AUTH: N1-AFU-90-3	
28	HAF reject transaction register	listing of transactions that have rejected from the master personnel file			
29	promotion history files (Cycle 71A/after)	microfiche copies		destroy after 10 years. AUTH: N1-AFU-90-3	
30	senior NCO master file update list	listing of transaction input to the IEF		destroy 6 months after board adjourns. AUTH: N1-AFU-90-3	
31	senior NCO inquiry listing	listing of personnel eligible/ineligible for promotion		destroy 90 days after board adjourns. AUTH: N1-AFU-90-3	
32	senior NCO initial eligible file	lists of every E-7 and E-8 in the Air Force		destroy 1 year after board adjourns. AUTH: N1-AFU-90-3	
33	senior NCO initial eligible reconcilable	list of mismatch data, missing records or duplicate records		destroy 90 days after board adjourns.	

TABLE 36-22**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	list			AUTH: N1-AFU-90-3
34	master promotion ineligible list	list of personnel ineligible for promotion consideration		destroy after 1 year. AUTH: N1-AFU-90-3
35	master manual select/ nonselect list	list of personnel considered for promotion manually		destroy after 10 years. AUTH: N1-AFU-90-3
36	out-of-system supplemental promotion cases	documentation of manual supplemental cases		destroy after 1 year. AUTH: N1-AFU-90-3
37	nonweighable listings	list of personnel eligible for promotion in nonweighable status		destroy after 6 months. AUTH: N1-AFU-90-3
38			copies other than rule 37	destroy when no longer needed. AUTH: N1- AFU-90-3
39	promotion correspondence	letters of recommendations/nonrecommendation s, control roster action, withhold/reinstatement action, etc.	MPF copies	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 36-23**ATTRITION INFORMATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Attrition	documents reporting cadet weekly/monthly attrition by class and by reason (to show gains, losses, and summary data); monthly reports of attrition rates of each service academy; reports on cadet attrition by various categories	at Institutional Research	destroy when no longer needed. AUTH: NC1- 461-82-11
2		service academy	all other copies	destroy 1 year after graduation, or when no longer needed, which ever is sooner. AUTH: NC1-461-82-11
3	USAFA Graduates Attrition	research on attrition of graduated classes	at Graduate Research	destroy after 10 years (See Note). AUTH: NC1-461-82-11
4	Cadet Departure/Turnback Record	forms consolidating notations of actions taken to process records of departing cadets	at Office of Registrar	destroy 1 year after action is complete. AUTH: NC1-461-82-11

NOTE: Retained in office the entire retention period.

TABLE 36-24**CADET PERSONNEL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Personnel Record (CPR-1)	permanent and temporary documents as defined in AFI 36-2608	maintained by the Office of Cadet Personnel and pertain to cadets pending disenrollment	merge with disenrollment record and dispose of disenrollment record IAW Table 36-25. AUTH: N1-461-91-1
2			maintained by the Office of Cadet Personnel and pertain to cadets who are to graduate	upon graduation establish Field Personnel Record Group and Master Personnel Record Group IAW AFI 36- 2608 (See Note 4). Forward permanent retention documents to Office of the Registrar for retention in Master Cadet Personnel Record (See Notes 1, 2 & 3). AUTH: N1-461-91-1
3		temporary records not required for Master or Field Personnel Record Group		destroy after cadet's class graduates. AUTH: N1-461-91-1
4	Air Officer Commanding (AOC) Record (CPR-2)	permanent and temporary documents listed in Rules 5 and 6 below	maintained by the AOC which pertain to cadets on whom disenrollment action has been initiated	forward to Office of Cadet Personnel thru appropriate group for merging with disenrollment case file. Dispose of disenrollment case file IAW Table 36-25. AUTH: N1-461-91-1

TABLE 36-24

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		temporary documents such as, but not limited to, Cadet Performance Reports, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC evaluation of Cadet Rating Form, Academic Probation Notification, Professional Training Summary, Upper Class Performance Summary, Cadet Personnel Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude Probation Letter(s), Academy Board/Academic Review Committee Action (copy only), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Physical Education Review Committee Action, Cadet Trend Graph, Liaison Officer Nominee Evaluation	maintained by AOC on cadets who are to graduate	AOC will destroy upon graduation. AUTH: N1-461-91-1
6		permanent documents such as, but not limited to, Accounting of Disclosures		AOC will forward to Office of the Registrar for file in Master Personnel Record Group upon graduation (See Note 4). AUTH: N1-461-91-1
7	Master Cadet Personnel Record (Temporary)	forms and documents, such as: High School Transcript, College Transcripts, Scholastic Background, Invitation to Travel Order, Offer of Appointment Letter, Report of Candidate Status, Candidate Evaluation, Candidate Activities Record, USAFA Candidate Fitness Test, College Report, Release Statement, Report of Liaison Officer counseling, Nomination for Appointment, Tentative Nomination, Notice of Candidacy, Evaluation of Precandidate, Questionnaire, Service Academies Precandidate Questionnaire, Admissions Liaison Office Visit, Address Information, various letters, USAFA Selection Test,	at Office of the Registrar	destroy 90 days after disenrollment or graduation. AUTH: N1-461-91-1

TABLE 36-24**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Master Cadet Personnel Record (Permanent)	<p>drug abuse certificate, etc.</p> <p>forms and documents such as: Permanent Record Card, Personnel Data Sheet, Appointment Orders, Academic Waivers, Independent Studies Course, French Academy/Military Exchange program documentation, Academy Board/Academic Review Committee Actions, Record of Disenrollment from Office Type Training, Cadet Personnel Summary Sheet, Certificate of Release or Discharge from Active Duty (DD 214), Correction to DD 214, Separation Referral, Tender of Resignation, Statement of consent, Cadet Acceptance Record, Selected Special Orders, Summary Training Letter, medical records, Disclosure of Cadet/Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable), board actions (if applicable)</p>		<p>destroy paper records 6 years after cadet graduates or would have graduated and retain microfilm reference copy at the Academy (See Note 5). AUTH: N1-461-91-1</p>

NOTE(S):

1. For cadets (including foreign exchange students) who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming.
2. For cadets who graduate, but are not commissioned, and are prior service, forward to the Disenrollment Branch of Cadet Personnel.
3. For cadets who graduate, but are cross-commissioning into another branch of the service, forward to appropriate agency IAW AFI 36-2608.
4. Field Personnel Record Group and Master Personnel Record Group are not made for foreign exchange students. Give foreign exchange students this documentation upon graduation.
5. Microfilm paper records 1 year after cadet graduates or would have graduated.

TABLE 36-25**CADET DISENROLLMENT/DEPARTURE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Disenrollment Record	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel for disenrolled cadets granted education delay	forward required documents, as defined in USAFAR 537-32 to Office of the Registrar within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36- 2608 and forward to HQ AFMPC upon disenrollment. AUTH: N1-461-92-1
1.01			at Office of Cadet Personnel for disenrolled cadets ordered to active duty	forward required documents to Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36- 2608 and mail record to gaining MPF upon disenrollment. AUTH: N1-461-92-1
1.02			at Office of Cadet Personnel for disenrolled cadets transferred to the obligated reserve	forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36- 2608 and mail record to HQ ARPC upon disenrollment. AUTH: N1-461-92-1
1.03			at Office of Cadet Personnel for disenrolled cadet not covered elsewhere	forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. AUTH: N1-461-92-1

TABLE 36-25**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.04		correspondence, copies of selected documents from disenrollment case files, and other related records concerning each case	at Office of Cadet Personnel on cases involving litigation, high level inquiries, or controversial media exposure	destroy 1 year after conclusion of case. AUTH: N1-461-92-1
1.05		temporary records held in CPR 1 and CPR 2 not required for Master or Field Personnel Record Group	at Office of Cadet Personnel	destroy 90 days after end of the Academic Year in which disenrollment takes place. AUTH: N1-461-92-1
2	Separation Referral Checklist	forms used as a chronological checklist for processing disenrollment and turnback actions		destroy when all actions have been finalized. AUTH: NC1-461-82-8
3	Report of Cadet Separation to Washington and Congress	forms used to report to the congressional sponsor the separation of a cadet before graduation	at Office of the Registrar	destroy 6 months after end of academic year or when no longer needed, whichever is sooner. AUTH: N1-461-92-1

TABLE 36-26**POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	basic program records	HQ USAF and MAJCOM records reflecting basic delegations of authority (comments and coordination) and development of policies, procedures and methods for conducting all phases of the AF civilian personnel administration program	wage schedules, resolution of field-referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program	permanent; retain at accumulating office during its existence (See Notes 1 and 2). AUTH: NC1-AFU-80-8
2		(RESERVED)		(RESERVED)

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay actions	authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to, base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; Office of Personnel Management (OPM), HQ USAF, or MAJCOM exceptions or authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations	retain at the CPF during its existence; on inactivation transfer the file to gaining organization or activity assigned responsibility for closing out civilian personnel records. Destroy when no longer needed. (See Note 5). AUTH: N1-AFU-90-9
4		individually approved position classification guides and advisory allocations used as precedents for General Schedule and Wage Schedule positions	field-originated advisory allocations; tentative drafts of classification, qualification or occupational standards furnished by OPM for comment or information before publication, and related correspondence not maintained with publication to which it pertains	destroy when superseded by published standards or other precedent decisions; or when obsolete, no longer needed or on inactivation of office. AUTH: N1-AFU-90-3
5	wage administration	wage schedules, overseas differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	records which constitute the basis for personnel actions which may require reconstruction at a later date	retain at the CPF during its existence; on inactivation transfer the file to gaining organization or activity assigned responsibility

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				for closing out civilian personnel records. Destroy when no longer needed. (See Note 5). AUTH: N1-AFU-90-9
6			all wage administration records not covered in rule 5	destroy after completion of second succeeding wage survey. AUTH: N1-AFU-90-3
7	CPF manpower management reports	reports and corollary records	periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects	destroy 2 years after effective date of report. AUTH: N1-AFU-90-3
8	Official Personnel Folder (OPF)	an OPF for each civilian employee, recording employee's federal work history and civil service status	at CPFs	transfer folder to National Personnel Records Center, St Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service. AUTH: N1-AFU-90-3
8.01	employee medical folder (EMF)			see T41-12, R3. AUTH: GRS1,ITEM21A1
9	Intergovernmental Personnel Act (IPA) assignments	copies of assignment agreements and other related records accumulated during the assignment	not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position	destroy 2 years after assignment ends, or at end of period of obligated service required of an AF employee returning to his/her position, whichever is later. AUTH: N1-AFU-90-3
10 thru 13	(RESERVED)			(RESERVED)
14	non-US citizens in foreign areas	records on all direct-hire non-US citizens in foreign areas and all such indirect hires excluding those covered by rule 16	basically the same as those maintained for other employees, adapted to meet local needs	dispose of as specified for records of other employees (or in a manner that will satisfy peculiar requirements in administering non-US citizens in the host country). AUTH: N1-AFU-90-3

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15	(RESERVED)			(RESERVED)
16	indirect-hire non-US citizens in Federal Republic of Germany	records of indirect-hire non-US citizens in the Federal Republic of Germany	OPFs administered by the CPF in the Federal Republic of Germany	destroy 3 years after separation of employee. AUTH: N1-AFU-90-3
17	(RESERVED)			(RESERVED)
18	employee reconsideration files	negative determinations of acceptable level of competence for within-grade increases and basis thereof; employee's written request for reconsideration; reports of investigation, written summaries or transcripts of any personal presentations made; final decision on requests for reconsideration		destroy 1 year after date of final decision. (See Note 4.) AUTH: N1- AFU-90-3
19	(RESERVED)			(RESERVED)
20	manning authorizations	unit manning records, manpower authorization listings/vouchers, or letters	allocations of manpower spaces issued by the manpower office	destroy 6 months after supersession. AUTH: N1-AFU-90-3
21	file of official publications	superseded copies of Federal Personnel Manual and AF regulatory material		see table 37-14. AUTH: N1-AFU-90-3
22	Federal Employees' Compensation Act log	weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs	at CPFs	destroy 3 years after termination of compensation or when deadline for filing a claim has passed. AUTH: GRS1,ITEM31
23	Federal Employees' Compensation Act case files	letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor		
24	evaluation/inspection	evaluation of civilian personnel management and administration reports and significant related records	evaluations conducted by HQ USAF	destroy after 2 consecutive reports have been filed. AUTH: N1-AFU-90-3
25			at major subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: N1- AFU-90-3
26	personnel management and administration	civilian personnel status and improvement plan reports	at CPFs	destroy after 3 years. AUTH: N1-AFU-90-3
27	personnel strength	end-of-month (EOM) fiscal year report	used to derive civilian	retire as permanent

TABLE 36-26**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	accounting	of federal civilian employment and corollary records	strength and full-time equivalents of the AF	(See Note 3). AUTH: NC1-AFU-81-48
28		end-of-month fiscal quarter report of federal civilian employment and corollary records		destroy after 5 years unless rule for fiscal year applies. AUTH: N1-AFU-90-3
29		end-of-month monthly report of federal civilian employment and corollary records		destroy after 2 years unless rule for fiscal year or fiscal quarter applies. AUTH: N1-AFU-90-3
30		extracts of Monthly Report of Federal Civilian Employment forms, computer records, and corollary records	at MAJCOMs/FOAs/DR Us and/or CPFs to derive civilian personnel strength statistics for commanders and key management officials	destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. When records become background material to a publication, they are handled according to table 37-7.
2. Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
3. Transfer to the National Archives in 10-year blocks when the most recent records in the block are 20 years old.
4. When a class action complaint is filed, refer to table 36-29, rule 2.
5. You are not authorized to retire these records to any Federal Records Center.

TABLE 36-27**STAFFING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	applicant supply file	employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data		dispose of according to FPM guidance and OPM agreements (See Note 2). AUTH: N1-AFU-90-3
1.01	Civil Service Reform Act (CSRA) delegated authorities	records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision		destroy after audit by OPM and AF evaluators. AUTH: N1-AFU-90-3

TABLE 36-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	(RESERVED)			(RESERVED)
2.01	job element qualifications questionnaires			destroy 2 years after supersession. AUTH: N1-AFU-90-3
3	OPM certificates	each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers regarding objections to eligibles, reasons for passing over veterans, and copies of SFs 171		destroy when 2 years old (See Note 2). AUTH: N1-AFU-90-3
4	appointee availability inquiry records	correspondence, telegrams, and related papers concerning availability of appointees	accepted appointments	destroy when individual enters on duty. AUTH: N1-AFU- 90-3
5			declined appointments, when names are received from certificate of eligibles	return to OPM with replies and applications. AUTH: N1-AFU-90-3
6			declined appointments, when offers were made from applicant supply file of the installation	file with application (See Note 2). AUTH: N1-AFU-90-3
7	examinations	OPM examination records		see FPM. AUTH: N1- AFU-90-3
8		AF test booklets in which answers have been recorded, and completed test answer sheets have been posted to individual's records		destroy after 3 months. AUTH: N1-AFU-90-3
9		test records for individual employee showing all current authorized AF test scores attained by the employee and maintained in his or her OPF (see table 36-26) or in a separate file		forward with OPF when employee is reassigned within the AF; destroy 1 year after employee transfers or separates from AF (See Note 2). AUTH: N1- AFU-90-3
9.01		semiannual or other inventories of test material		destroy after completion of next inventory. AUTH: N1- AFU-90-3
9.02	examination	master copy of the tests and annual test inventory	with AF Test Control Officer	destroy when 10 years old. AUTH: N1-AFU- 90-3
10	promotions	records of individual promotion actions, including work records, job		destroy 5 years after personnel action or

TABLE 36-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		analysis, Promotion Evaluation Patterns (PEPs), and files showing how candidates were rated and ranked which are sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans		audit by OPM, whichever is sooner (See Note 2). AUTH: N1-AFU-90-51
10.01		PEPs for use in centrally managed AF career programs	at AFCPMC, career program branch	delete from data system when superseded or revised by new PEP; destroy hard copy after 5 years (See Note 2). AUTH: N1-AFU-90-51
10.02		records of specific job analysis records used in validation of PEPs and other records (i.e., SFs 52, certificates, etc.) used for career program referrals		destroy when superseded or 5 years after staffing action is completed, whichever is later (See Note 2). AUTH: N1-AFU-90-51
11	recruitment	records pertaining to recruitment and selection for federal employment with the Air Force (i.e., interview evaluation, paperwork showing how applicant was rated and ranked, authorized racial and ethnic identifications, resume, and related records)	at AFCPMC	destroy 5 years after personnel action or audit by OPM, whichever is sooner (See Note 2). AUTH: N1-AFU-90-51
11.01	handicapped individual appointment case files	certification from the Veterans Administration or a State Vocational Rehabilitation Agency; medical examination pertaining to the applicant's accommodations required for employment; copy of the employee's SF 50-B, SF 171, description of duties, and other related records	at CCPOs	destroy after 5 years from date of approval/disapproval. AUTH: N1-AFU-90-3
12	reduction-in-force	retention registers, notice to employees and work cards which are lists prepared before reduction-in-force for each competitive level affected, and related records		destroy after 2 years if no appeal is filed; if appeal is filed, see table 36-29 (See Note 2). AUTH: N1-AFU-90-3
13	federal equal opportunity recruitment	job interest sheets/cards of women and protected minority groups for occupations that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans	at CPFs	dispose of in accordance with OPM guidance (See Note 2). AUTH: N1-AFU-90-3
14	Federal Equal	determinations for eliminating		see rule 19.1 AUTH:

TABLE 36-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Opportunity Recruitment Plan	underrepresentation and priorities for accomplishment		N1-AFU-90-3
15	reemployment priority list	list of names supported by supervisor's record of employee (AF Form 971) or supervisor's employee brief	at CPFs	destroy after expiration or loss of employee's reemployment rights or after final decision on a pending appeal, whichever is later. AUTH: N1-AFU-90-3
16	(RESERVED)			(RESERVED)
17	overseas recruitment requests	master copies of overseas civilian personnel requests with position description attached	at overseas CPFs servicing the position	destroy 1 year after position is filled. AUTH: N1-AFU-90-3
18	individual recruitment case files	records pertaining to recruitment and selection for overseas employment		destroy 1 year after expiration of employee's transportation agreement. AUTH: N1-AFU-90-3
18.01	employees selected for assignment overseas granted return rights to US	copies of processing records (SF 50B), transportation agreements, position descriptions, employment agreements, etc.	at CPFs	destroy after return of employee or 1 year after return rights are terminated. AUTH: N1-AFU-90-3
19	affirmative actions for minorities and women and disabled	committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	at MAJCOMs and below	destroy after 3 years or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3
19.01		Affirmative Employment Plan including Development Opportunity Plan, Federal Equal Opportunity Plan, etc.		destroy 5 years from date of plan. AUTH: N1-AFU-90-3
19.02	uniform guidelines on employee selection procedures	EEO analysis worksheets, and statistics dealing with applicant and candidate flow by race, sex and ethnic group	at Affirmative Employment offices	destroy when 5 years old (See Note 2). AUTH: N1-AFU-90-3
19.03		annual adverse impact determinations and analysis of alternate methods		
19.04		results of validity studies to include records of job analysis, PEP validation referral rosters, Promotion and Placement Referral System Statistics		
20	retired members of the uniformed services	records of appointments and proposed appointments which were disapproved		destroy 5 years after close of year in which employee was appointed or appointment was

TABLE 36-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				disapproved. AUTH: N1-AFU-90-3
21	employee placement assistance	individual case files of employees registered in career programs	at AFCPMC	destroy 2 years after registrant is removed from the program (See Note 2). AUTH: N1-AFU-90-3
21.01		Civilian Career Enhancement Program (Registration and Personal Availability Form), Central Skills Bank Registration and Geographic Availability Form	at CPFs	delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system. AUTH: N1-AFU-90-3
21.02		hard copy records		destroy after 2 years. AUTH: N1-AFU-90-3
22		"stopper lists" received and records of any positions in the pay category series and grades on the "stopper list" during the time lists are in force		destroy 2 years after registrant is removed from the program. AUTH: N1-AFU-90-3
22.01		individual case files of employees registered in the DOD Priority Placement Program and the Automated Overseas Employment Referral Program		
22.02		records related to DOD-announced base closure, transfer of function or reduction, such as: programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure, and related reports not covered elsewhere in this regulation	at MAJCOMs	
23	Part-Time Employment Program	special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CPF	at HQ USAF, MAJCOMs and CPFs	destroy when 2 years old. AUTH: N1-AFU-90-3
24 thru 24.02	(RESERVED)			(RESERVED)
25	employee separation from installation	forms used to ensure that a separating employee clears with various installation activities prior to departure	at CPFs	destroy after 3 months if maintained as a separate file; or maintain and dispose of under table 37-11 as transitory material (See Note 3). AUTH: N1-

TABLE 36-27**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-90-3
26	general staffing records	records pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information	at base level	destroy when record is 2 years old. AUTH: N1-AFU-90-3
27	Career Program Whole/Total Person Score Records	forms, interview questions, validation records, etc.	at AFCPMC	destroy 4 years after rating is made (See Note 2). AUTH: N1-AFU-90-3
28	Defense Intelligence Special Career Automated System, records and reports	individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates, and resumes which are completed by employees in the DOD-wide Civilian Intelligence Career Development Program	at CPFs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)	destroy when record is 2 years old (See Note 2). AUTH: N1-AFU-90-3
29		employee career appraisal forms initiated by supervisor	at CPFs, with copy forwarded to the DISCAS	destroy after 3 years (See Note 2). AUTH: N1-AFU-90-3
30		requisition and referral requests for filling positions covered by the DOD-wide Civilian Intelligence Career Development Program initiated by supervisor	at CPFs, copy forwarded to the DISCAS for a roster of eligibles	destroy 2 years after selection is made from roster (See Note 2). AUTH: N1-AFU-90-3
31	SES Merit Staffing	applications (SF 171) and related records to include qualifications standard, vacancies announcement, documentation of recruitment efforts, list of all applicants, selection procedures applied, complaint/appeal to the ERB and the findings, written recommendation on those referred for selection, rating schedule and sheet, and ERB case file	at CPF	destroy when 2 years old (See Note 2). AUTH: N1-AFU-90-3
32	applicant Selective Service registration	certification of Selective Service registration	accepted appointments	file on right hand side of OPF. AUTH: N1-AFU-90-3
33			declined appointments	return to OPM with application. AUTH: N1-AFU-90-3
34			declined appointment, or did not register, when offers were made from applicant supply file of the installation, or other source	file with application and dispose of according to FPM. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain Supervisor Evaluation of Employee Current Performance and/or Supervisor Evaluation of Employee Potential for First Level Supervisor Positions until replaced by the second Civilian Potential Appraisal.
2. When a class action complaint is filed, refer to table 36-29, rule 2.
3. Destroy according to table 36-29, rule 9, if separation clearance form documents defense related employment counseling requirements of DODD5500-7.
4. Approved requests and supporting documents, if any, are made a part of the application that was the basis for the appointment. They, therefore, become a part of the permanent personnel record of the individual concerned.

TABLE 36-28**EMPLOYEE CAREER DEVELOPMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	annual training, development and financial plans	record showing civilian quota (CQ) file data from Personnel Defense Civilian Personnel Data System-Civilian (DCPDS)	at CPFs	destroy after 5 years. AUTH: N1-AFU-90-3
2	civilian personnel retraining	reports of retraining resulting from base closure, transfer or consolidation of functions	at HQ USAF	destroy after 4 years. AUTH: N1-AFU-90-3
3			at other than HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
4	training through installation facilities	individual course folders containing training forms or comparable forms, course outlines, attendance and rating records and related materials which are official and basic records of completed training courses		destroy 2 years after course is completed. AUTH: N1-AFU-90-3
5		individual case files containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials		destroy 3 years after individual completes course or discontinues training (See Note 2). AUTH: N1-AFU-90-3
6		records pertaining to courses attended by employees at other installations, other federal agencies, or nongovernment training facilities other than those covered by rules 6.1 and 6.2		destroy 2 years after course is completed (See Note 2). AUTH: N1-AFU-90-3
6.01	training through other than installation facilities	financial records in support of long-term, full-time training which are the validation necessary to accomplish the service and reimbursement commitment		destroy 1 year after end of obligated service or settlement of claim, whichever is later. AUTH: N1-AFU-90-3
6.02		financial records in support of short-term training		

TABLE 36-28

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	annual report of civilian training and supplemental records relating to expenses	records of training completions, duty hours, associated costs (except accounting and finance records covered in the 65 tables) which are payments for travel, per diem, tuition, contributions, awards and related fees		destroy when 3 years old. AUTH: N1-AFU-90-3
8	centrally managed training and development under AF career management programs	Career Enhancement Plans (CEPs), course folders, and training records for career program participant	at appropriate career program branch, AFCPMC	destroy when updated or 2 years after completion of course. AUTH: N1-AFU-90-3
8.01	long-term, full-time training and career broadening assignments made under the auspices of centrally managed career programs	nominations materials, records of selection proceedings and other records used in the analysis process	at appropriate career program branch, AFCPMC or MAJCOM	destroy 2 years after completion of training (See Note 2). AUTH: N1-AFU-90-3
8.02	Career Enhancement Plan (CEP)	Defense Civilian Personnel Data System (DCPDS) Form	at CPFs	when used as a training survey document in lieu of the annual training, development or financial plans, destroy after 5 years, otherwise destroy when updated. AUTH: N1-AFU-88-31
8.03	(RESERVED)			(RESERVED)
9	apprentice action	record in gains and losses during preceding 6-month period on apprentice program	at HQ USAF	destroy when 5 years old. AUTH: N1-AFU-90-3
10			at other than HQ USAF	destroy when 3 years old. AUTH: N1-AFU-90-3
11	apprenticeship approval	letters of approval of programs by the US Department of Labor and/or Veterans Administration	at HQ USAF	destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3
12			at other than HQ USAF	destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3
13	apprentice standards	apprentice standards form	at HQ USAF	destroy 5 years after

TABLE 36-28**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
14			at other than HQ USAF	destroy 3 years after completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
15	student employment and work student programs	records pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program	written agreements between the school and AF activity maintained at CPFs	destroy 2 years after agreement expires or is renegotiated, whichever is sooner. AUTH: N1- AFU-90-3
15.01		reports required under E.O. 12015	at CPFs	destroy after 3 years. AUTH: N1-AFU-90-3
15.02			at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
15.03		OPM Form 1495, Financial Eligibility Statement	records that support the eligibility of student for employment programs in circumstances where financial status is a factor	destroy 2 years after termination from the applicable program. AUTH: N1-AFU-93-6
16	Development Opportunity Program (DOP)	training plans, evaluation, and related material	at CPFs	destroy 2 years after employee leaves the program (See Notes 1 and 2). AUTH: N1- AFU-90-3
17		career management/development opportunity training plan		see table 36-27, rule 19.1. AUTH: N1-AFU- 90-3
18	centrally managed intern program under AF Career Management Program	individual case files containing applications, training schedules, apprenticeship agreements, certificates of eligibility and related materials	at appropriate career program branch, AFCPMC	destroy 5 years after individual completes program or discontinues training (See Note 2). AUTH: N1-AFU-90-50

NOTE(S):

1. Rule applies to those records not required by current directives to be filed in the individual's Official Personnel Folder.
2. When a class action complaint is filed, refer to table 36-29, rule 2.

TABLE 36-29**EMPLOYEE-MANAGEMENT RELATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative grievances and classification appeals	original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings		destroy 4 years after case is closed (See Notes 1 and 2). AUTH: N1-AFU-93-7
1.01	individual complaints of discrimination	original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings		destroy 4 years after case is resolved by AF or Equal Employment Opportunity Commission (EEOC) or by a US court. AUTH: N1-AFU-90-3
1.02		management decisions on whether or not to take disciplinary action		destroy 2 years after case is closed (See Note 4). AUTH: N1-AFU-90-3
1.03		cards which describe current status in processing each individual complaint		
1.04		record of complaint not pursued beyond informal stage		destroy 2 years after date EEO counselor was initially contacted (See Note 4). AUTH: N1-AFU-90-3
2	class action complaints of discrimination	original complaint, counselor's report, transcripts, exhibits, decisions, related material (e.g., merit promotion files, PPRS, etc.)		destroy 4 years after final resolution. AUTH: N1-AFU-90-3
3	adverse actions including performance-based actions, and appeals	notice of proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records		destroy 4 years after case is closed (See Note 4). AUTH: N1-AFU-93-7
3.01	(RESERVED)			(RESERVED)
4	performance/incentive awards	recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards		destroy 2 years after close of year in which final action is taken (See Notes 2 and 4). AUTH: N1-AFU-90-3
4.01		correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years (See Note 4). AUTH: N1-AFU-90-3
4.02		reports pertaining to the operation of the Incentive Awards Program		destroy after 3 years (See Note 4). AUTH: N1-AFU-90-3

TABLE 36-29

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	performance appraisals	forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable not accompanied by demotion or removal recommendation of current employees, employees separated from the Air Force or appointed to an SES position	at CPFs	destroy 4 years after date of appraisal (See Note 4). AUTH: N1-GRS-93-3
6		forms documenting a rating of unacceptable where demotion or removal is proposed but not effected		destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice. AUTH: N1-AFU-90-3
7		forms documenting ratings of members of the Senior Executive Service		destroy 5 years after date of rating (see note 4). AUTH: N1-AFU-90-3
8	separation actions for employees serving on initial appointment probation or under appointment which does not afford appeal rights and which may involve claims for unemployment compensation	supervisor's explanation of reasons for separation of employee, letters of resignation in lieu of termination for cause, and similar cause. Filed subjectively rather than in, or with, employee's personnel records (See Note 3).		destroy 2 years after effective date of separation (See Note 4). AUTH: N1-AFU-90-3
9	counseling regarding Defense-related employment	statements signed by employees confirming they have received counseling on reporting Defense-related employment	at CPF	destroy 3 years after employee separates. AUTH: N1-AFU-90-3
10	leave transfer/sharing programs (submitted or resulting from a request/contribution of leave)	information submitted or resulting from a request or contribution of leave		destroy 6 years after the FY in which the effort was completed or terminated. AUTH: N1-AFU-89-9
11	leave transfer/sharing programs (background info)	informational background or guidance material supporting the programs		destroy when no longer needed. AUTH: N1-AFU-89-9
12	health benefit	enrollment form(s) and supporting	at CPFs	transfer to OPM when

TABLE 36-29**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	registration for former spouses	documents of spouses eligible for benefits		former spouse cancels enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment. AUTH: GRS1,ITEM35
13	copies of retirement applications	information submitted to OPM or resulting from an application for retirement		destroy 1 year after the CY in which the retirement occurred. AUTH: N1-AFU-90-7
14	civilian drug testing	chain of custody forms; written notification to report for testing; correspondence, documents, and reports, related to random, volunteer, applicant, reasonable suspicion, accident, and follow-up to rehabilitation drug testing; employee results for retest; correspondence related to test result	at CPFs	destroy 3 years after date of drug test or one year after employee separates. AUTH: GRS1,ITEM36

NOTE(S):

1. Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by table 37-14, rule 9. Retirement to a federal records center is not authorized.
2. For employee suggestions, inventions and scientific achievements, see table 36-34.
3. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.
4. When class action complaint is filed, refer to table 36-29, rule 2.

TABLE 36-30**CLASSIFICATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	position descriptions	files describing established positions, including information on title, series, grade, duties and responsibilities	record copies	destroy 2 years after position is abolished or description is superseded. (note) AUTH: N1-AFU-88-2
2			other copies	destroy when position is abolished or position description superseded. AUTH: N1-AFU-90-3

TABLE 36-30**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	(RESERVED)			(RESERVED)
4	position surveys	surveys or equivalent listings of positions and actions, reports of misallocations, and correspondence pertaining to classification action resulting from position audits		destroy 4 years from date of the report, or on inactivation of office, whichever is sooner (See Note). AUTH: N1-AFU-90-3
5	actions resulting from position surveys	position survey form or equivalent (used instead of a request for personnel action form to request action)	optional files; if not maintained, see rule 4	destroy 2 years after effective date of action (See Note). AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	position management	plans, surveys, reports and related correspondence		destroy after all action is completed or new report is issued, whichever is applicable (See Note). AUTH: N1-AFU-90-3

NOTE: When class action complaint is filed, refer to table 36-29, rule 2.

TABLE 36-31**UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	union or association recognition	request or petition for recognition, related documents; installation's letter of recognition and certification of representative	at CPFs	destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2		analysis and exhibits determining appropriateness of unit; election agreement, related records; disapproval requests for union recognition		
2.01		summary of recognition and agreement data	at DOD/CPMS	
3	memorandum of agreement under labor management relations in federal service	initial union proposals, counter proposals, working documents, and approved agreement		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 36-31

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	annual report of union recognitions	report, and all backup material		destroy when 5 years old. AUTH: N1-AFU- 90-3
5	unfair labor practice complaints	initial complaint, case record, and decision	at CPFs	destroy 4 years after resolution (notes 2 and 3). AUTH: N1-AFU- 90-3
5.01			at DOD/CPMS	destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later (notes 2 and 3). AUTH: N1-AFU-90-3
6	union or association request for permission to post literature	request, literature, and installation approval/disapproval		destroy 2 years after date of installation approval or disapproval. AUTH: N1-AFU-90-3
7	union or association management consultation meetings	minutes of meetings, and copies of decisions made		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8	grievances filed under negotiation grievance procedure	initial and subsequent filings at successive steps of grievance procedure; management decisions; memos for the record and any other pertinent related evidence	at CPFs (or other appropriate level of recognition)	destroy 5 years after final resolution of case (Notes 2 and 3). AUTH: GRS1,ITEM28B
9	arbitration awards rendered under negotiated agreement, and appeals therefrom to Federal Labor Relations Authority	request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable	at DOD/CPMS	
10			at MAJCOMs and CPFs	
11	official time usage for representation purposes	summary of official time expended for representation purposes	at DOD/CPMS	destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Records described in this table is not authorized for retirement to a federal records center.
2. Selected records may be retained as policy/precedent files managed by table 11-1, rule 9.
3. When a class action complaint is filed, refer to table 40-4, rule 2.

TABLE 36-32

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general employee management	correspondence and other records about or to individual employees, or pertinent to employment matters in office of jurisdiction filed in general correspondence file		see table 37-11. AUTH: N1-AFU-90-3
2			filed in supervisor's work folder	destroy Part A&B when new brief is received. Complete Part A on new brief. Destroy Part C according to table 36-29 when it contains records which could lead to disciplinary or performance related actions, otherwise, destroy Part C when new brief is received. AUTH: N1-AFU-90-3
3	supervisor's employee work folder	supervisor's employee brief which is a RIP product generated by DCPDS when certain personnel actions occur (e.g., Promotion, Appointment, Change to Lower Grade, etc.)	filed in supervisor's employee work folder.	
3.01	(RESERVED)			(RESERVED)
4				
4.01	supervisor's employee work folder	debt letters, letters of caution or warning, and similar papers	kept by supervisor	destroy 2 years after date of letter or when purpose is served, whichever is sooner. AUTH: N1-AFU-90-3
4.02	(RESERVED)			(RESERVED)
4.03	supervisor's employee work folder	notations of oral admonishments and notices of reprimand	kept by supervisor	remove oral admonishment from Part C of the employee brief 2 years from date of admonishment. Destroy reprimands maintained in the work folder 2 years from date of notice. AUTH: N1- AFU-90-3

TABLE 36-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.04		performance appraisal, records used to support or track employee performance during the appraisal period, records of periodic performance discussion		destroy 3 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity). AUTH: N1-AFU-90-3
4.05			kept by supervisors of members of the Senior Executive Service	destroy after 5 years or when employee separates, whichever is sooner. AUTH: N1-AFU-90-3
4.06	Air National Guard supervisor's employee work folder	NGB Form 430(T), Performance Standards and Critical Elements Form, and NGB Form 430-1(T), Performance Appraisal Form	kept by supervisor	dispose 3 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity.) AUTH: N1-AFU-90-9
5 thru 8	(RESERVED)			(RESERVED)
9	employee training development	Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian (PDS-C) form	kept by supervisor or in a central administrative function	destroy when replaced by a new CEP or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10 thru 13	(RESERVED)			(RESERVED)
14	Supervisor's employee work folder	correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual	kept by supervisor	review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee within 1 year after separation or transfer. AUTH: N1-AFU-90-3
15		other copies of documents duplicated in OFPs not provided for elsewhere in this table		destroy when 6 years old. AUTH: N1-AFU-90-3
16	Air National Guard supervisor's employee work folder	NGB Form 904-1, Supervisor's Record of Technician Employment, and related documents	kept by supervisor and used to properly supervise full-time employee. Used to document actions	dispose of in accordance with TPR 293-31. AUTH: N1-AFU-90-9

TABLE 36-32**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			taken, and history of employment	
17	(RESERVED)			(RESERVED)

NOTE(S):

1. RESERVED.
2. RESERVED.

TABLE 36-33**HONORS AND AWARDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	special honors, trophies and awards	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence	at HQ USAF, HQ AFMPC, or MAJCOM	destroy after 50 years. AUTH: N1-AFU-92-23
2			at initiating activities	destroy after 2 years. AUTH: N1-AFU-90-3
3			at intermediate headquarters and all nonselected nominations	destroy after 1 year. AUTH: N1-AFU-90-3
4	military honors checklist	completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	destroy the completed forms 1 year after honors rendered. AUTH: N1-AFU-89-30
5	memorialization program	case files accumulated by HQ AFMPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations	at HQ AFMPC/DPMASA or initiating activities	forward to HQ AFHRA/ISR upon inactivation of installation (See Note 3). AUTH: N1-AFU- 92-23
6		case files accumulated by HQ AFMPC/DPMASA and initiating activities pertaining only to the naming of streets, buildings, facilities, or rooms		forward to HQ AFHRA/ISR when no longer needed (See Note 3). AUTH: N1- AFU-92-23

TABLE 36-33

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved U.S. military decorations (Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross , Airman's Medal) for war and peacetime; all other approved U.S. military, U.S. nonmilitary, and foreign decorations relating to wartime and/or combat activities, at awarding/approving authority	retire as permanent (See Note 2). AUTH: N1- AFU-90-3
8			approved peacetime U.S. military, U.S. non- military and foreign decorations at awarding/approving authority	destroy after 25 years. AUTH: N1-AFU-90-3
9			disapproved U.S. military, U.S. nonmilitary, and foreign decorations at disapproving authority	destroy after 35 years (See Note 5). AUTH: N1-AFU-90-3
10			approved/disapproved Air Force achievement and unit/campaign awards at awarding/disapproving authority	destroy after 1 year. AUTH: N1-AFU-90-3
11			approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	destroy after decoration is awarded or 1 year after disapproval. AUTH: N1-AFU-90-3
12		copies of records relating to refused decorations	at awarding authority	destroy after 3 months (See Note 6). AUTH: N1-AFU-90-3
13	decorations to foreign nationals and US citizens not employed by US	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents		retire as permanent 2 years after completion of case (See Note 2). AUTH: N1-AFU-91-10

TABLE 36-33

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Government			
14	decorations to units		approved and disapproved recommendations	destroy 2 years after completion of case. AUTH: N1-AFU-90-3
15	decoration recommendations forwarded to lower headquarters	records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award		destroy 2 years after completion of action. AUTH: N1-AFU-90-3
16	favorable communications	records not required for processing under AFI 36-2864		destroy after 1 year. AUTH: N1-AFU-90-3
17	outstanding personnel programs, e.g., outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative	personal data, letters of nomination, photographs, and related papers	selected nominees, nonselected nominees and minutes of board meetings	
18	miscellaneous AF activity-sponsored programs	announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs	programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month, or operator of the month	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
19	safety awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	approved awards (record copy)	destroy after 2 years. AUTH: N1-AFU-90-3
20			disapproved awards (record copy)	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21			other than rules 19 and 20	
22	AF maintenance awards	applications and background material, and related records	approved recommendations at HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
23			disapproved recommendations at HQ USAF	
24			approved and disapproved recommendations at intermediate headquarters	destroy after 1 year. AUTH: N1-AFU-90-3
25			approved	destroy after 2 years.

TABLE 36-33

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			recommendations at initiating activities	AUTH: N1-AFU-90-3
26			disapproved recommendations at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
27	civil engineering awards program	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence, and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
28			disapproved awards	destroy on submission of next FY competition or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
29	transportation awards	supporting documentation relating to annual transportation awards		destroy after 1 year. AUTH: N1-AFU-90-3
30	air traffic control annual awards	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related data	documentation of selected individual/facility, board documentation, and related correspondence at HQ AFC4A	destroy after 2 years. AUTH: N1-AFU-90-3
31			documentation of nonselected individuals/facilities and all records other than in rule 30	destroy after 1 year. AUTH: N1-AFU-90-3
32	aircraft "save" awards	exemplary service reports, certificates, review board documentation, and related data	approved awards at HQ AFC4A	destroy after 2 years. AUTH: N1-AFU-90-3
33			disapproved awards at HQ AFC4A	destroy after 1 year. AUTH: N1-AFU-90-3
34			certificates at units to which issued	destroy on inactivation of unit, or when obsolete, whichever is sooner. AUTH: N1- AFU-90-3
35			all others not covered by rules 32, 33, and 34	destroy after 1 year. AUTH: N1-AFU-90-3
36	air weapons controller badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge	at approving/disapproving or intermediate levels	destroy after 1 year. AUTH: N1-AFU-90-3
37	air traffic controller badge	applications and related records for award of air traffic controller badge	at approving/disapproving	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 36-33**Continued. (SEE NOTE 1)**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
			or intermediate levels	
38	AF Information Management Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFI 36-2845	at SAF/AAIQ	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
39		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years. AUTH: N1-AFU-90-3
40			at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
41	aircraft and munitions maintenance badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	see AFI 36-2608. AUTH: N1-AFU-90-3
42			disapproved awards at disapproving authority	destroy after 1 year. AUTH: N1-AFU-90-3
43	Manpower Awards	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	at HQ USAF	destroy after 2 years or when no longer needed. AUTH: N1-AFU-91-21
44			approved awards (record copy) at MAJCOM	destroy after 2 years. AUTH: N1-AFU-91-21
45			disapproved awards (record copy) at MAJCOM	destroy after 1 year. AUTH: N1-AFU-91-21
46			initiating activity	destroy after 1 year. AUTH: N1-AFU-91-21
47	Acquisition Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AF Instructions.	at SAF/AQ	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-94-8
48		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years. AUTH: N1-AFU-94-8
49			at initiating activities	destroy after 1 year. AUTH: N1-AFU-94-8

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 36-12).
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Transfer to National Archives when no longer needed by HQ AFHRA/ISR for site reference.
4. RESERVED.
5. Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.
6. Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.

TABLE 36-34**SUGGESTION PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	suggestions, inventions and scientific achievements	forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at suggestion program offices at all levels	destroy 1 year after final action (See Notes 1 and 3). AUTH: N1- AFU-90-3
2			at evaluating offices	destroy 1 year after final action (See Notes 2 and 3) (EXCEPTION: suggestion that becomes part of another file--for example, on changes to a directive-- becomes part of the directive background file). AUTH: N1-AFU- 90-3
3		minutes of meetings or memoranda for record showing action taken	at suggestion program offices at all levels	destroy 2 years after approval or disapproval. AUTH: N1-AFU-90-3
4	products from the Suggestion Program Data System (SPDS) which are mechanically produced output products	transcription records of a card deck used to produce a report or the report itself which serve diversified purposes		destroy when superseded or no longer needed (See Note 4). AUTH: N1-AFU-90-3
5	reports, controlled and uncontrolled	tabulations, summaries, feeder reports or information	at suggestion offices	destroy when no longer needed (See Note 4). AUTH: N1-AFU-90-3
6	data files created by the Suggestion Program Data System	magnetic computer tapes	at the servicing Base- Level Processing Installation (DPI)	destroy upon expiration of cycle retentions requirements listed in prescribing directive. AUTH: N1-AFU-90-3

NOTE(S):

1. For suggestion program offices, final action is date of approval of an award or written notification of nonadoption.
2. For evaluating offices, final action is the date the suggestion is implemented. Final action on suggestions not implemented is the date of disapproval.
3. If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; see AFI 37-138, table 3.1, note 2.
4. Not authorized for retirement to a federal records center.

TABLE 36-35**USAF ACADEMY AWARDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Awards	case files containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation	at Graduate Studies	destroy after 50 years (See Note). AUTH: NC1-461-82-3
2			at selection office	destroy after 1 year. AUTH: NC1-461-82-3
3	Thomas D. White National Defense Award	nominations, biographical sketch, correspondence requesting board members, Superintendent's approval, and Chief of Staff Air Force approval	selected nominations at Plans and Programs	destroy after 2 years. AUTH: NC1-461-82-3
4			nonselected nominations at Plans and Programs	destroy after 1 year. AUTH: NC1-461-82-3

NOTE: Retained at USAF Academy for entire retention period.

TABLE 36-36**PERSONNEL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	family services program	case histories used to record a summary of the type of assistance requested, who requested it, facts relative to the case, assistance rendered, and any special problems involved		destroy when no longer needed. AUTH: N1-AFU-90-3
2		training and experience records of volunteers used by members of the Committee of Administration to record volunteer training, experience and awards		destroy 2 years after separation of volunteer (See Note). AUTH: N1-AFU-90-3
3		advisory council meeting minutes	at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
4			at MAJCOMs	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 36-36

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		records not covered in rules 1, 2, 3, and 4		destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed). AUTH: N1-AFU-90-3
6	solicitation case files	letters of accreditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations		destroy after 3 years or when no longer needed as dictated by the installation commander, whichever is sooner. AUTH: N1-AFU-87-33
7	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence		see table 36-2, rule 17. AUTH: N1-AFU-90-3
7.01		semiannual reports of passport applications		see table 36-2, rule 18. AUTH: N1-AFU-90-3
7.02		receipts and related correspondence for the issuance of passports	at AMC activities	see table 36-2, rule 19. AUTH: N1-AFU-90-3
8	marriage	applications for marriage between AF personnel and foreign nationals, and related correspondence		destroy 1 year after application is approved or disapproved (EXCEPTION: copy retained by approving authority may be destroyed when no longer needed). AUTH: N1-AFU-90-3
9	voting assistance data	correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act		destroy after next election. AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	recruitment for civilian police	rosters and related correspondence	at HQ USAF and MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
12			at other than HQ USAF and MAJCOMs	destroy 90 days after submission of quarterly report. AUTH: N1-AFU-90-3
13	postservice employment counseling			destroy after 1 year. AUTH: N1-AFU-90-3
14	National Urban League veterans affairs			

TABLE 36-36**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15	survivor benefit plan (SBP)	copies of SBP election notification to spouse and other related records. SBP documents are also temporarily maintained in the relocation folder (at MPF for 90 days)(see AFI 36-2102)	at initiating activities	documents are retained in the UPRG and should be disposed IAW AFI 36-2608. AUTH: N1-AFU-90-3
16	family data records	family data records used to establish contact with dependents whose sponsors are away advising other Family Services offices at other AF installations should dependents move to a new area, and provide general information about newly arrived dependents		destroy when no longer needed. AUTH: N1-AFU-90-3
17		signed receipts for items loaned out from lending closet		destroy upon return of lending items or when no longer needed. AUTH: N1-AFU-90-3
18		record of hours accrued by volunteers during a given month and year		retained by the volunteer on an indefinite basis. AUTH: N1-AFU-90-3

NOTE: Accumulating offices may retain until eligible for disposal, provided additional filing equipment is not required.

TABLE 36-37**PROGRAM ADMINISTRATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	school quotas/course project file	records concerning allotment of school quotas and fulfillment thereof, including TDY relocation for school or Mission Readiness Training	at other than MPFs	destroy 3 months after training quotas are allocated by the command. AUTH: N1-AFU-88-17
1.01			at MPFs	see table 36-15. AUTH: N1-AFU-90-3
2	airman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semiskilled levels	all copies except rule 3	destroy after 1 year. AUTH: N1-AFU-90-3
3			in field personnel records	see table 36-12. AUTH: N1-AFU-90-3

TABLE 36-37**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	foreign trainees	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFI 16-105	at HQ USAF	destroy 4 years after completion of project. AUTH: N1-AFU-90-3
5			below HQ USAF	destroy 2 years after completion of project. AUTH: N1-AFU-90-3
6		training records for students (originals)		see prescribing directive. AUTH: N1-AFU-90-3
7		AETC Form 318 (Prior 1974), Allied Student Training Record		destroy after 20 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		medical and dental records		see table 41-11. AUTH: N1-AFU-90-3
8.01		individual student training and achievement record used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country		destroy on inactivation of IAAFA. AUTH: N1-AFU-90-3
9	training instructors	forms used to record data on individual instructors preservice and inservice training requirements, type of instructor assignment, and qualification for instructor supervisor assignment		destroy immediately after reassignment or separation. AUTH: N1-AFU-90-3
10		instructor evaluation records		see command prescribing directives and table 37-11. AUTH: N1-AFU-90-3
11	faculty board proceedings and administrative disenrollments	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant, and records of administrative disenrollments	at commands below HQ USAF, except HQ USAFA	destroy after 1 year. AUTH: N1-AFU-90-3
11.01			at HQ USAFA	destroy after 2 years. AUTH: N1-AFU-90-3
11.02			at medical facilities and schools offering intern and resident	see table 41-1. AUTH: N1-AFU-90-3

TABLE 36-37**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			training	
12	collateral training	sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement	below HQ USAF	destroy 3 months after class/course completion provided required information is posted to the individual training record, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	locator strip cards	cards used for locating a student in a class or squadron		destroy after graduation or elimination. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15				
16	progression schedules	time tables, graphs and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts and charts of flying time		destroy when superseded, obsolete or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
17	student research	theses (War College), research reports (Command and Staff College), aerospace power theses (Squadron Officers School), and student theses (Institute of Technology)		destroy when no longer needed. AUTH: N1-AFU-90-3
18	training summaries	training summaries and reports of eliminees, upgrading, absentees, delinquencies, standardization checks, rating scales, student ratio reports, activity reports, recognition test sheets, rosters of students, and advance reports of graduation		destroy after 1 year. AUTH: N1-AFU-90-3
19	general training reports	technical training reports, such as reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness, and inspection of instructors' classes		destroy after 1 year. AUTH: N1-AFU-90-3
20	academic instructor course waivers	requests, justifications, approvals and disapprovals		destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21	educational source	studies, reports on education	at HQ AU	hold until inactivation

TABLE 36-37**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	records	requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material		of AU or when no longer needed, then retire as permanent (See Note 2). AUTH: NC-AFU-75-41
22	retraining	request for retraining/lateral training and any supporting records (i.e., supplemental messages, letters of recommendation, etc.)	approved applications and declination statements for approved retraining requests	see table 36-12, rule 2 (note 3). AUTH: N1-AFU-90-3
22.01			disapproved applications	destroy 3 months after disapproval/cancellation. AUTH: N1-AFU-90-3
23	student critiques	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	for contractor training courses	destroy with related contract. AUTH: N1-AFU-90-3
24			for other than contractor training courses	destroy 2 months after all action is completed. AUTH: N1-AFU-90-3
24.01			serving as input/background data to training evaluations	destroy upon completion of related report/special study or until no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25	AF established NCO Academy Graduate Association (See Note 5)	charter case files, including charter, chapter constitution, bylaws, and other governing records	at NCO academies	destroy when charter is dissolved. AUTH: N1-AFU-90-3
26		records for maintaining chapter activities, including chapter's minutes of meetings and reports		destroy after 1 year. AUTH: N1-AFU-90-3
27	test accountability/control	logs, registers, destruction certificates, inventories used to control and account for test materials in the form of test booklets, examinations, answer keys, answer sheets, etc.		destroy 6 months after individual pages are completed or closed out. AUTH: N1-AFU-92-6

NOTE(S):

1. (RESERVED)
2. Retire when microfilm is determined adequate substitute.
3. Return medical examination reports to the base hospital.
4. (RESERVED)
5. As associations' chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFI 37-138.

TABLE 36-38

INDIVIDUAL ACADEMIC RECORDS

INDIVIDUAL ACADEMIC RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	training progress	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at AU and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3
2			at School of Health Care Sciences, USAF (before FY 82)	
3		AETC Forms 156, 304, 379, and 565 (before FY 82)	at AETC technical training centers/field training detachments	
3.01		Attendance and Rating Record (AETC Form 379) (all duplicates and originals only of partial courses/training sessions)		destroy after 1 year AUTH: N1-AFU-90-3
3.02		records of individual training and education of each student	at USAF Special Investigations School	destroy 25 years after course is completed. AUTH: N1-AFU-90-3
3.03		AETC Forms 379 (originals of completed courses) (FY 82 and after)	at AETC (3785 Fld Tng Grp and Mobil Tng Grps)	destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3
3.04		Student Record of Training (AETC Form 156) (FY 82 and after)	at AETC technical training centers	destroy 2 years after information is entered into Pipeline Management System (PMS). AUTH: N1-AFU-90-3
3.05		rule 3.4 information in PMS		retain pending approval of disposition authority. AUTH: N1-AFU-90-3
4		copies of individual training records		destroy on graduation or elimination of the student from training. AUTH: N1-AFU-90-3
4.01			microform copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completion	at Extension Course Institute (ECI)

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.02		records of nonresident students, including writing assignments, course completion letters, program completion letters, correspondence from students, etc.	at Air Command and Staff College, AU	destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner. AUTH: N1- AFU-90-3
4.03			at Air War College AU	destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4.04		magnetic tapes of nonresident Air Command and Staff College student personal data and student progress	at AU Data Automation Center	destroy 5 years after initial program enrollment. AUTH: N1-AFU-90-3
4.05		magnetic tapes of nonresident Air War College student personal data and student progress		destroy 10 years after initial program enrollment. AUTH: N1-AFU-90-3
5		records other than in rules 1 through 4.5		destroy 10 years after individual completes or discontinues a training course. AUTH: N1- AFU-90-3
6	unit training program	Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty		see table 36-1, rule 2. AUTH: N1-AFU-90-3
6.01		individual training accomplishments in subjects unique to the organization and required by MAJCOM/FOA directives		destroy 6 months after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate. AUTH: N1-AFU-90-3
7	physical training	basic military training check sheets and schedules		destroy after completion of basic training. AUTH: N1- AFU-90-3
8		reports pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports		destroy after 1 year. AUTH: N1-AFU-90-3
9		physical fitness test report work sheets and physical education attendance		destroy after recording information on General

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		records		Military Training Record. AUTH: N1- AFU-90-3
10	physiological training			see table 48-2. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	maintenance training	case history of the training and evaluation of maintenance specialists	filed in consolidated training record	give to individual as he/she terminates military service. AUTH: N1-AFU-90-3
13			for individuals being reassigned	send to gaining organization. AUTH: N1-AFU-90-3
14		maintenance training record or Intercontinental Ballistic Missile (ICBM) team training branch training worksheet	at training management or training control	destroy upon completion of training and when files are no longer needed. AUTH: N1-AFU-90-3
15			at unit training activities	send with consolidated training record when individual is reassigned (see table 36-12, rule 1). AUTH: N1-AFU- 90-3
16		maintenance proficiency tests, management tests, and phase tests	at training management, unit training activities, or work centers	destroy when superseded, obsolete, no longer needed, or when individual is reassigned. AUTH: N1-AFU-90-3
17		training charts		destroy when replaced, obsolete, or no longer needed. AUTH: N1- AFU-90-3
18		individual proficiency evaluation record	feeder forms to update the maintenance training records	
19			filed in consolidated training record	destroy when replaced by next equivalent evaluation. AUTH: N1-AFU-90-3
20		training requests and training completion notification records used for control purposes		destroy after training is completed and posted to applicable record. AUTH: N1-AFU-90-3
21		maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and	filed in consolidated training record	destroy when replaced by next equivalent evaluation. AUTH:

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		points computation records		N1-AFU-90-3
22			used for points computation	destroy when points computation summaries are produced. AUTH: N1-AFU-90-3
22.01			duplicate copies maintained by unit quality control	destroy 2 years after evaluation, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
23			points computation summaries	destroy after 1 year. AUTH: N1-AFU-90-3
23.01		training visibility records, training rosters and training schedules		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
24		ICBM maintenance training/requirements records filed in consolidated training record		destroy when individual is removed from ICBM maintenance duty. AUTH: N1-AFU-90-3
25		ICBM production inspector records	at quality control	destroy when superseded, no longer needed or when individual is reassigned. AUTH: N1-AFU-90-3
26		duplicates of records in rules 12 through 25		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
27	traffic safety education and driving experience			see table 91-4. AUTH: N1-AFU-91-6
28	OJT training			send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-9, provided not needed to record further training. AUTH: N1-AFU-90-3
29	military aptitude rating	forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential		destroy 3 months after graduation of individual class, provided summary results pertaining to

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				aviation cadets are posted to the training record. AUTH: N1-AFU-90-3
30	USAF air traffic control (ATC) certification	USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation	at requesting activities, pertaining to certificate issue, reissue or replacement	destroy upon receipt of certificate. AUTH: N1-AFU-90-3
31			at requesting activities, pertaining to certificate cancellation	destroy after 1 year. AUTH: N1-AFU-90-3
32			at HQ AFCC	destroy after 3 years. AUTH: N1-AFU-90-3
33		USAF ATC certificates cancelled when individual is reclassified from the ATC career field, is medically disqualified, retires, dies, or is released from the USAF/Reserve Forces		return to individual after certificate is marked "cancelled." AUTH: N1-AFU-90-3
34		USAF ATC certificates withdrawn		destroy upon notification of withdrawal by HQ AFCC. AUTH: N1-AFU-90-3
35		assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant	at ATC function	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
36		master roster of valid ATC certificates		
37		facility training guides and indoctrination program checklists		
38		records pertinent to the appointment of USAF ATC personnel as FAA examiners		destroy upon termination of the appointment. AUTH: N1-AFU-90-3
39		records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate	at HQ AFCC	destroy after 4 years (See Note 1). AUTH: N1-AFU-90-3
40			at all other activities	destroy after 1 year. AUTH: N1-AFU-90-3
41		monthly training schedules and tests prepared to evaluate the results of scheduled and supplemental training		destroy 1 year after being superseded. AUTH: N1-AFU-90-3
42		applications for FAA airman certification and/or rating		
43		notification of ATC facility classification issued annually and used to determine training time limits required for issuance of facility ratings		

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
44		OJT training record continuation sheet pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder		give to individual upon termination of ATC duties. AUTH: N1-AFU-90-3
45		ATC evaluation record kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable		give to individual when the facility rating or position certification is no longer valid, the next evaluation is performed, a facility rating is issued, or individual is no longer in training for a facility rating (See Note 2). AUTH: N1-AFU-90-3
46		(RESERVED)		(RESERVED)
47		special task certification and recurring training record kept in training folder		hold for 2 years, then give to individual. AUTH: N1-AFU-90-3
48		ATC/weather certification and rating record		give to individual upon permanent termination of ATC duties. AUTH: N1-AFU-90-3
49	ECI end of course testing and job inventory program	records recording the completion of ECI tests and job inventories		destroy after 6 months. AUTH: N1-AFU-90-3

NOTE(S):

1. These records may be retained in the office of record for 3 years after cutoff.
2. A special evaluation resulting in revoking a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.

TABLE 36-39**AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	active duty, ANG and reserve officers	individual educational credit transcripts, certificates of completion of correspondence or group study courses, eligibility applications, and similar records which serve as source documents for the update of the personnel data system (PDS) or relate to eligibility for or admission to AFIT programs.	at AFIT, Directorate of Admissions/Registrar	destroy 1 year after officer is dropped from AF rolls. AUTH: N1- AFU-90-3
3	admission eligibility records	cards, board briefs, quota management documents, reports and other related selection records		destroy when no longer needed. AUTH: N1- AFU-90-3
4	(RESERVED)			(RESERVED)
5				
6	Graduate and Professional Continuing Education (PCE)	educational credit transcripts attesting to attendance at AFIT		destroy after 50 years. AUTH: N1-AFU-90-3
7	reports and statistical data	registration, enrollment, statistical reports, course data, research studies, graduation policies		destroy when superseded, revised, or obsolete. AUTH: N1- AFU-90-3
8	airman education and commissioning program (AECF) applications	individual files of requests for evaluation of educational transcripts, tests, certificates of completion of correspondence or group study courses, correspondence, medical reports, and other related records pertaining to eligibility for and admission to AFIT		destroy 1 year after officer is dropped from AF rolls (note). AUTH: N1-AFU-90-3
9	(RESERVED)			(RESERVED)
10	roster	roster of educational background of officers		destroy when superseded, revised, or obsolete. AUTH: N1- AFU-90-3
11	college catalogs	college/university course offerings		destroy when no longer needed. AUTH: N1- AFU-90-3
12	Community College of the Air Force records	transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records)	at individual AFIT schools registrar's section	destroy 5 years after completion of course. AUTH: N1-AFU-90-3

NOTE: If airman is not selected for AECF, return records to airman's base Education Services Officer (ESO).

TABLE 36-40**TRAINING MATERIALS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	curriculum materials used in formal training courses	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines	for current courses, except those covered by rules 2 and 2.1	destroy when superseded or revised (note 1). AUTH: N1- AFU-90-3
2			for substantially revised and discontinued courses at the Air War College	retire as permanent (notes 1 and 2). AUTH: NC1-AFU-83- 55
2.01			for substantially revised and discontinued courses, except those covered by rule 2	destroy after 10 years (note 1). AUTH: N1- AFU-90-3
3		record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts, for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc.) and comparable data for current or discontinued courses		destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3
3.01			for possible security assistance training	destroy 8 years after weapons system/equipment is phased out from the USAF inventory (note 3). AUTH: N1-AFU- 91-34
3.02	periodic curriculum histories (formerly rule 3.1)			see rule 16. AUTH: N1-AFU-91-34
4	extension course materials	record sets of extension course directives and Resident School Text, with related background material	at HQ AU	destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3

TABLE 36-40

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01		record sets of extension course materials produced in support of the extension course program for ECI, including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material	at MAJCOMs and subordinate units	destroy 18 months after ECI course deactivation date. AUTH: N1-AFU-90-3
4.02		curriculum changes and related records used to activate, suspend, or deactivate entire courses or individual course volumes; to announce temporary suspension to courses or individual course volumes; and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated		hold 20 years in ECI, then destroy. AUTH: N1-AFU-90-3
4.03		historical data, course status, volume status, examination status, volume review exercise data cards for extension courses and career development courses used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI		
4.04		course status reports used to show the status of active and programmed courses in the curriculum		
5	job qualification standards (JQSs)	record sets of JQSs		destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3
6	manuscripts or proofs	drafts of proposed or revised publications, texts, or other training materials; printers galley or page proofs, and other working or control data used in creating, preparing, and publishing training materials		destroy when printed material is received and determined accurate, or retain for future use if camera ready. AUTH: N1-AFU-90-3
7	nonrecord sets of training materials	nonrecord copies of material, identified in rules 1 through 5, used in training programs	for current training programs	destroy when superseded, revised, or obsolete. AUTH: N1-AFU-90-3
8			for discontinued training programs	destroy current material after 2 years. AUTH: N1-AFU-90-3
9	training aids activity	original drawings of class room or	the final photograph,	destroy when obsolete

TABLE 36-40

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	case files	laboratory equipment, demonstration models, building plans, and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual	drawing, and summary report of approved training aids	or no longer needed. AUTH: N1-AFU-90-3
10			sent with the related equipment when it is transferred to redistribution and marketing for salvage or other final disposal action	destroy 6 months after equipment is dropped from equipment authorization inventory data (EAID) records. AUTH: N1-AFU-90-3
11		duplicate files of drawings of laboratory or class room equipment, demonstration models, building plans, and laboratory equipment		destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner. AUTH: N1-AFU-90-3
12		requests for training aids, work orders authorizing production, data on material, labor, production time, and completion dates		destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	mobile training set/equipment files (MTS)	MTS inventories, movement and location records, trainer specifications, proposal/training change logs, CEMO machine listings, and correspondence pertaining to MTS, equipment status, and equipment change	at the aerospace equipment and technical services section, department of field training	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
14			on discontinuance of a MTS or portions thereof	destroy 1 year after final disposition of related equipment. AUTH: N1-AFU-90-3
15	training systems research and development materials	correspondence, EDP products, and research reports from internal and other sources relating to development, operation and evaluation of training systems	at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
16	periodic curriculum histories	periodic curriculum histories prepared by directorates, departments, or divisions of the Professional Military Education Resident programs	at preparing offices	destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-34

NOTE(S):

1. Not applicable to records of the Air Force Academy or of the Joint Military Colleges.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. The MAJCOM focal point for Security Assistance (SA) stores one copy of training materials for discontinued courses with potential for SA use. Training activities including ANG and AFRES contact AFSAT/TO, HQ ACC/DOT, HQ AMC/XOTT, or HQ USSTRATCOM/DON as appropriate to determine SA applicability; and forwards such SA training material identified on Records Transmittal and Receipt (SF 135) to MAJCOM. The MAJCOM focal point for SA provides a copy of the SF 135 to AFSAT/TO, Randolph AFB, TX 78150-5001.

TABLE 36-41**USAFA ACADEMIC TRAINING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Course Administration	forms for administration of classes, including Request for Special Classroom Requirements, Request for Course Offering Restriction, Drop/Add Authorization, Request for Resectioning, Preliminary Course Offering Information, Request for Academic Waiver, Permission to Enroll in Independent Study course, and other related documents	at each department	destroy at end of academic year or upon completed action, whichever is sooner. AUTH: NC1-461-82-17
2	Cadet Scores	records of scores on lab reports, case studies, graded reviews, final exam, turnout exams, validation exams, midterms, and graded review of courses with no final exam		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
3	Academic Requirements	themes, research papers, graded recitations, graded reviews, other graded work, lab reports and case studies, final exams, turnout and validation exams, midterm exams, and graded reviews for courses in which no final exam is given		destroy 3 months after end of semester in which administered (See Note). AUTH: NC1-461-82-17
4	Instructor's Worksheets	forms for recording raw scores and grades during period between submission of grades at mid or end semester		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
5				at Physical Education office
6	Cadet Grades	forms for reporting cadet grades and errors in grades	at Office of the Registrar	destroy upon completed action. AUTH: NC1- 461-82-17

TABLE 36-41

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Course Enrollment	forms showing status of course enrollments, such as: Academic Program Summary, Academic Program change, Permission for Late Enrollment, attendance records and related documents		destroy after 1 year, when superseded, or upon graduation, whichever is sooner. AUTH: NC1-461-82-17
8	Course Books	course syllabus, lesson assignments, handouts, testing materials, grade statistics, midterm and final examinations		destroy when no longer needed. AUTH: NC1-461-82-17
9	Final Course Grade Sheet	alpha and order of merit listings by course for certification as correct by all departments	at Office of the Registrar	destroy after 6 years. AUTH: NC1-461-85-3
10			other copies	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
11	Award of Transfer Validation Credit	forms authorizing transfer of credit from other colleges for cadets	at Office of the Registrar	destroy 1 year after graduation. AUTH: NC1-461-82-17
12			other copies	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
13	academic advisor records	correspondence and related records such as get well plans, grades, Academic Review Committee notifications, Academic Program Summaries, counseling sessions	kept by each academic advisor	destroy after cadet's graduation. AUTH: N1-461-92-4
14			kept by each academic advisor on disenrolled cadets	destroy 6 months after cadet's disenrollment date. AUTH: N1-461-92-4
15	Academic Progress Report	computer printout and related correspondence of cadet Academic progress	at Cadet Exams and Records	destroy after graduation, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17

NOTE: May be returned to cadet at discretion of course instructor.

TABLE 36-42

USAFA ATHLETIC TRAINING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Athletic Performance	test forms for grading performance in physical education and answer sheets	at Physical Education office	destroy 30 days after end of academic year. AUTH: NC1-461-82-16
2	Physical Education Performance/ Counseling	records on deficient cadets: i.e., low PE grades, remedial swimmers, weight control program records, athletic probation records, Physical Education Review committee records		destroy 1 year after graduation. AUTH: N1-AFU-88-11
3	Intramural Season Participation	forms monitoring team member's attendance/ participation		destroy after 1 year. AUTH: NC1-461-82-16
4	Intramural Competition	forms recording cadet's intramural participation and results		
5	OIC Summary	forms prepared on each course and subcourse to get arithmetic means for academic year		
6	Basketball Files	scouting reports and basketball programs of schools to be played	at Basketball Office	destroy after 5 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16
7	Recruited Athletes	case files of recruited, potential athletes, unsuccessful candidates, enrolled and departed cadet athletes	at Athletic Department	destroy 1 year after graduation or 1 year after cadet would have graduated. AUTH: NC1-461-82-16
8	Sports Contracts	contracts with various institutions for future negotiations for football	at Directorate of Athletics	destroy after 25 years (See Note). AUTH: NC1-461-82-16
9	Sports Files	individual case files by sport/school used for making transportation, lodging, and other arrangements for each scheduled contest; intercollegiate athletic contest contracts (except football)		destroy after 4 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16
10	Home Football Game Day Operations	reports on finances, weather conditions, personnel problem areas, and incidents	at Directorate of Athletics	destroy after 10 years (See Note). AUTH: NC1-461-82-16
11	(RESERVED)			(RESERVED)
12	Athletic Schedule	schedule for each sport		destroy when no longer needed. AUTH: NC1- 461-82-16
13	Sports Publicity Information	files of forms, newspaper clippings, pictures and articles on sports and cadets, coaches, and staff who participate in the athletic program and forms recording personal information on entering cadets	at Sports Information Office	

TABLE 36-42**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	Physical Education	record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet	at Athletic Department, Analysis Division	destroy when superseded or no longer needed. AUTH: NC1-461-82-16
15	Physical Fitness Test	forms recording results of cadet physical fitness tests		destroy after 4 academic years. AUTH: NC1-461-82-16
16	Squadron Athletic Advisor's Records	correspondence and related documents	Squadron Athletic Advisor's Office	destroy on cadet's graduation. AUTH: N1-AFU-88-11
17	Cadet Active Weight Control	physical fitness and weight control form, notifications of underweight/overweight status, test results, graphs, counseling records, and other related documents		forward to Athletic Dept Research/Analysis Branch upon graduation. AUTH: N1-461-82-16

NOTE: Retain in office for entire retention period.**TABLE 36-43****USAF MILITARY TRAINING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Survival Evasion Resistance Escape (SERE) Daily Status Report	training and duty status report of daily activities	at SERE office	destroy when no longer needed. AUTH: NC1-461-92-3
2	SERE Grade Records	forms recording grades for survival and evasion including SERE Training Student Grade Record and Evasion Record		
3	Basic Cadet Training (BCT) Administration	forms and reports, such as: Incident/Accident Report, Strength Report, Duty Status report	at BCT monitors' offices	destroy when no longer needed. AUTH: NC1-461-82-9
4	Summer Training Records	computer sheets, program lists, summer assignment lists, completion records of graduates	for graduated cadets	destroy 6 years after graduation. AUTH: NC1-461-82-9
5	(RESERVED)			(RESERVED)
6	Lesson/Briefing and Critique	forms for evaluating and critiquing written exercises	at Military Training Division	destroy 1 semester after completion of course. AUTH: NC1-461-82-9

TABLE 36-44**FLYING TRAINING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	tactics, techniques, and doctrines instruction	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) check lists; sequence records; transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires	not regular flying records required by AFI 11-401	destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. (EXCEPTION: AFROTC forms and related papers are destroyed after 2 years.) AUTH: N1-AFU-90-3
1.01			AETC undergraduate navigator (UNT), bombardier (NBT), and electronic warfare officer (EWOT) training records	destroy 1 year after completion of training, provided data are posted on individual training and flight records. AUTH: N1- AFU-92-28
1.02			AETC undergraduate pilot training (UPT) records of pilots with direct flying or "banked" flying assignments	destroy after 4 years; or 1 year after completion of flying training or requalification training, provided data are posted on individual training and flight records; whichever is sooner. AUTH: N1- AFU-92-28
1.03		logs and charts for UPT, UNT, NBT and EWOT records	Null	destroy after completion of training. AUTH: N1-AFU-90-3

TABLE 36-44

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	training aids usage	records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts; requests for assignment to training; instrument progress records; extended flight records for instrument training; instrument questionnaires; operational certificates for blind flying; schedules; activity reports mission sheets; transition flying certificates; instrument instruction sheets; and instrument trainer charts (track flown by student); not records of individual altitude chamber flights		destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records. AUTH: N1-AFU-90-3
3	synthetic trainer time			see table 21-5, rule 4. AUTH: N1-AFU-90-3
4	flight instructors records	flying training reports and records of flying instructors, including instruction logs, airplane assignment sheets, flying schedules, consolidated grade records and reports, flying training reports, training status check sheets, student dispatch sheets, instructor's time sheets for student requirements, recapitulation forms, and student ratio reports		destroy after 6 months (EXCEPTION: within AETC, destroy 6 months after the IP is placed on unrestricted IP orders). AUTH: N1-AFU-90-3
5	aircrew instruction records	flying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training reports (record of interception between bombers and fighters), crew flying training instructions, crew status, combat crew progress, combat training mission reports, mission survey sheets, check sheets for recording time and grades, phase check score sheets, and briefing forms		destroy after 1 year, or on discontinuance of activity, whichever is sooner. AUTH: N1-AFU-90-3
6	aircrew qualification certificates	certificates showing that an aircrew member has demonstrated satisfactory performance and knowledge of procedures, techniques, equipment, and directives which would assure safe and successful accomplishment of his/her flying duties in the assigned aircraft		give forms pertaining to previously assigned aircraft to individual concerned, or maintain as directed by the MAJCOM, when an individual's aircraft assignment is changed. AUTH: N1-AFU-90-3
7	radar and bomb		at office of origin	destroy 6 months after

TABLE 36-44**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	scoring simulator frequency bands			obsolete or superseded. AUTH: N1-AFU-90-3
8			at other than office of origin	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
9	Reserve flight training			see table 13-8. AUTH: N1-AFU-90-3
10	flying training reports	reports of aircraft accidents (in training), reports on transition training, formation, navigation, time lost, reports of entering classes and graduation classes		destroy after 1 year, or on discontinuance of activity, whichever is sooner. AUTH: N1- AFU-90-3
11	qualification answer sheets and written exams	completed answer sheets to qualification/instrument exams	at Standardization/Evalu ation Office	destroy after exam scores are entered in aircrew qualification record and certified. AUTH: N1-AFU-91-43
11.01		open/closed book exams, instrument exams		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-91-43
12	training progress	AETC Forms 240 (flying training)		destroy 10 years after individual completes or discontinues a training course. AUTH: N1- AFU-90-3

TABLE 36-45**USAFA FLYING TRAINING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Manifest and Master Jump	forms for scheduling and verifying jump records	at Airmanship Division	destroy after 25 years (See Note). AUTH: NC1-461-82-4
2	Individual Jump Record	case file of each individual's parachute jumps including the Advanced parachuting Record		upon disenrollment or graduation, give to individual. AUTH: NC1-461-82-4

TABLE 36-45

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Parachute Maintenance	records pertaining to maintenance and reliability of parachutes and parachute related equipment		destroy after 3 years, when no longer needed, when superseded, whichever is sooner. AUTH: NC1-461-82-4
4	Parachuting Daily Operations	report for maintaining record of daily parachute operations		destroy after 1 year. AUTH: NC1-461-82-4
5	Jump Certification	forms gathering parachute jump data from parachutists for certification		destroy on graduation or elimination of the student from training. AUTH: NC1-461-82-4
6	Parachute Log	forms for parachute repacking	with parachute	destroy after life of parachute. AUTH: NC1-461-82-4
7	Airmanship Courses	forms, student progress, and related documents for recording training in airmanship courses	at Airmanship Division	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-4
8	(RESERVED)			(RESERVED)
9				
10	Aircraft Flight Status and Time	forms reporting sorties in airmanship courses, USAFA Form 0-588		destroy after 25 years (See Note). AUTH: NC1-461-82-4
11	Airmanship Activities	forms summarizing the previous days activities	at 50th Airmanship Training Squadron (50ATS)	destroy after 1 year. AUTH: NC1-461-82-4
12	Flight Records	forms recording cadets flight missions and graded reviews in Aviation courses		destroy 30 days after end of semester. AUTH: NC1-461-82-4
13	Aviation Courses	forms grading cadet's flight missions, performance, and record results of training flight missions		
14	Flight Requests and Authorizations	forms requesting and logging flights (cadet)	at Aero Club	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1- 461-82-4
15	Life Support Training	forms and related documents recording life support training, both initial and recurring, servicing A/C oxygen, altitude chamber, 30-day wave, etc.	at Life Support Division	destroy upon graduation/disenrollme nt, whichever is sooner. AUTH: NC1-461-82-4

NOTE: Retain at USAFA for entire retention period.

TABLE 36-46**USAFA APPLICANT/CANDIDATE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to the USAFA, such as: Change of Address, For Action Memo, Additional Source Letter, Nomination Acknowledgment Letter, Missing Data and Documents, USAFA Candidate Fitness Test Score, Nomination/Application for USAFA, Withdrawal Card, Applicant Questionnaire, high school/college/prep transcript, acceptance/declination forms	appointed	forward to Cadet Exams and Records for inclusion in Master Cadet Personnel Record. AUTH: NC1-461-82-12
1.01		personal data record, candidate activity record, USAFA candidate evaluation, admission panel review sheet, candidate writing sample		forward to the Directorate of Institutional Research for disposition IAW table 38-6. AUTH: NC1-461-82-12
1.02		drug and alcohol abuse certificate		forward to Directorate of Cadet Personnel for retention in CPR-1. AUTH: NC1-461-82-12
2		USAFA candidate evaluation, high school/college/prep transcript, ACT/SAT scores, retirement orders, death certificates, letter of recommendation, nominee card, etc.	not appointed	destroy after 1 year (Note 1). AUTH: N1-AFU-88-10
2.01		correspondence and forms pertaining to each individual seeking appointment to USAFA not included in Rule 2		destroy after each admission cycle. AUTH: N1-AFU-88-10
3	Admissions Administration	administrative records such as Applicant Cards, Applicant Questionnaires on persons not yet candidates, etc.		destroy after admissions cycle. AUTH: NC1-461-82-12
4	Candidate for USAF Academy	nominee cards and nomination forms for contacting prospective candidates		destroy after 1 year. AUTH: NC1-461-82-12
5	Report of Candidate Status (Congressional)	forms provided members of Congress on final status of their nominations		destroy when no longer needed (Note 2). AUTH: NC1-461-82-12

NOTE(S):

1. If not appointed, return birth certificates, adoption papers, or other legal documents to individual after 1 year.
2. Forward to Directorate of Institutional Research after 4 years. (See T38-6, R1).

TABLE 36-47**APPLICATIONS FOR EDUCATIONAL PROGRAMS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	applications for officer training school (OTS), airmen education and commissioning program (AECF), flying training	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting actions taken by examining and selecting activity	for qualified applicants who enter training	destroy after 1 year. AUTH: N1-AFU-90-3
2			for applicants who failed to complete processing	destroy after 6 months. AUTH: N1-AFU-90-3
3		examination answer sheets		destroy after 1 year. AUTH: N1-AFU-90-3
4		routine control cards, AFIT Form 0-22, records reflecting declination or elimination from school or OTS		destroy after 3 years. AUTH: N1-AFU-90-3
5	report of physical aptitude exam (PAE) testing	forms used by examining center to transmit results of the PAE for USAFA applicants	at examining centers	destroy after admissions cycle (1 July). AUTH: N1-AFU-90-3
6	applications for intelligence education programs	records reflecting eligibility, suitability, status of application, selection, non-selection, board results, career briefs, actions taken by selecting activity, and related records	at HQ USAF/INFP, MAJCOM functional managers, and supervisors	destroy 2 years after selection board action, or when no longer needed, whichever is later. AUTH: N1-AFU-89-24

TABLE 36-48**COMMUNITY COLLEGE OF THE AIR FORCE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	description of courses	course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools		destroy 4 years after course has been inactivated or superseded. AUTH: N1-AFU-90-3
2	student enrollment in CCAF associate degree programs	copies of examination reports and training certificates		destroy after data has been entered on degree program progress report. AUTH: N1-AFU-90-3

TABLE 36-48**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		registration application forms, official transcripts, and correspondence	for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve	destroy 4 months after student retires or separates. AUTH: N1-AFU-90-3
3.01			for students who have not communicated with CCAF for 3 years	destroy 3 years after latest communication from the student. AUTH: N1-AFU-90-3
3.02			for students who have completed program requirements	destroy 1 calendar year after graduation (See Note 1). AUTH: N1-AFU-90-3
4	accreditation of AF schools or courses	self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials, and related records	at CCAF administrative center	destroy after 50 years (note 2). AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)
6	articulation agreements	formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates		destroy after 1 year, or when superseded, whichever is later. AUTH: N1-AFU-90-3
7	degree program	completed degree program progress report and relevant approving records		destroy after 50 years. AUTH: N1-AFU-90-3

NOTE(S):

1. If student registers in another program, transfer transcripts to that program.
2. Retain these records in the office of record until eligible for destruction.

TABLE 36-49**USAFA PREPARATORY SCHOOL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Student Record Card	data on each student	at Preparatory School	destroy after 30 years (See Note). AUTH: NC1-461-82-13

TABLE 36-49**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	Prep School Administration	forms and other records for administration of the Prep School such as Student Enrollment Questionnaire, Military Training Evaluation Worksheet, Instructor's Comments, Instructors Grade Sheet, Physical Fitness Program, Report of Offense, Medical Status Report, Sign In/Out Registers, Flight Evaluation, Individual Record of Offenses		destroy at the end of academic year, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-13
3	Preparatory School Folder	correspondence and forms documenting student's academic history and related activities while at the Prep School		disposition pending. AUTH: Unscheduled
4	Regular Airmen Records	Training records (AF Forms 623, 991), Weight Management Records (AF Form 379), Safety records (AF Form 1285), Small Arms training (AF Form 1360), Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance and other related data pertaining to regular airmen attending the prep school	at Preparatory School on disenrolled students	return the records to the individual for handcarry to next permanent duty station. AUTH: N1-461-82-13
5			at Preparatory School on graduates	forward records to Cadet Personnel office for appropriate disposition. AUTH: N1-461-82-13

NOTE: Retain at USAF Academy for entire retention period.

TABLE 36-50**EDUCATION SERVICES PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual's educational level and progress	forms, supporting records for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTES and other test reports which are a chronicle of educational level and progress		send to MPF records custodian for disposition per AFI 36-2608 (see table 36-12, rules 1 and 1.1). AUTH: N1-AFU-90-3
2	requests for tuition assistance	forms and other records	at base education offices with appropriate school contract invoices	destroy after invoices have been paid and final grades been recorded in Individual Record Education Services Program form. AUTH: N1-AFUF-93-2
3	records supporting consolidating grade sheets			
4	cases of noncompliance or failure			
5	DANTES	applications for tests, testing activity and inventory reports, and similar forms; which are informational copies of forms supportive of DANTES activities		destroy after 2 years. AUTH: N1-AFU-90-3
6	Education Services Program Report	forms and supporting records	at HQ USAF/MAJCOMs or base education offices	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
7	memorandum of understanding	agreements and changes thereto	at MAJCOMs or base education offices	destroy 2 years after termination or cancellation of institutional program. AUTH: N1-AFU-90-3
8	education records not covered above	applications and related records prescribed by AFI 36-2306 such as Bootstrap applications; not required to be filed in the personnel record groups per AFI 36-2608		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 36-51

DEPENDENTS' SCHOOL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	historical program	operating policies, curricula, teaching methods, and similar records		disposition pending. AUTH: Unscheduled
2	administration	records pertaining to internal administration; school events; athletics; honor students; parent-teacher and other organizations; teachers notices; student transportation; civilian employees pay, leave, attendance, travel, and other personnel matters (except employee record cards); term reports; cost accounting; lost textbooks; requests to supporting commander for materials, repairs and supplies	not covered in other tables, e.g., supply	destroy after 3 years. AUTH: N1-AFU-90-3
3	class register books and daily attendance registers	individual teachers records of daily, weekly, semester, and yearly scholastic marks and averages; attendance; and dates of withdrawals		
4	absence, tardiness, and passes	daily records of absentees; tardy slips; transfer slips notifying teachers of new assignments; notices of change; applications for permission to be absent; pass slips; and comparable records	hall passes	destroy at end of each day. AUTH: N1-AFU-90-3
5			absentee reports	destroy after 60 days or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6			class reentry permits	destroy at end of school year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
7			not covered in rules 4, 5, and 6	destroy after 1 year. AUTH: N1-AFU-90-3
8	attendance and strength reports	periodic statistical, monthly enrollment, and other reports which are teachers reports to principals		
9	secondary school class reports	reports compiled from class register books and are source records from which individual student permanent records is prepared and/or extracted on request		

TABLE 36-51

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	enrollment data	application for enrollment of tuition student; course preference signed by parent; admission card; transfer card; drop card; and similar records		destroy 1 year after graduation, withdrawal, transfer, or death of student. AUTH: N1-AFU-90-3
11	individual student permanent record and transcript (grades 9 through 12)	a cumulative records of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student	completed on graduation or withdrawal of student; and copies of transcripts furnished secondary schools, colleges, and prospective employers upon special request	hold at the school for 5 years after graduation, withdrawal, transfer, or death of student, then retire to WNRC for disposal after 70 additional years. EXCEPTION: On inactivation of school, transfer to District Office where they will be held until end of 5-year retention period and then retired for remaining 70 years). AUTH: N1-AFU-90-3
11.01	individual student record (grades kindergarten through 8)		transferred at the request of the student's new principal	destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner. AUTH: N1-AFU-90-3
12	student personnel record	health data; absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests; notes on activities, hobbies, and special interests, miscellaneous information used by student counselors		
13	reports to parents	scholastic grades, personality traits, and certificates of promotion or failure		give to parents at end of school year, on transfer of student, or on departure from command. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	Section Six schools	registers, elementary school cumulative record cards, and other records		school retains; on discontinuance of school, transfer to department of education of state in

TABLE 36-51**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				which school is located. AUTH: N1-AFU-90-3
16	accounting of disclosures of personally identifiable information (General Education Provisions Act)	records indicating (1) the parties who have requested or obtained the information and (2) the legitimate interests these parties had in requesting or obtaining the information (does not apply to disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific as to the participants to whom the disclosures are to be made, disclosures to school officials, or disclosures of directory information)		hold with specific student records to which they pertain for the life of those records, or for 5 years, whichever is longer, and dispose of in accordance with applicable rules. AUTH: N1-AFU-90-3

37. Information Management. These tables cover the records of administrative system management; mail; publications and forms; administrative orders; records management program regarding policies and procedures governing the creation, maintenance, disposition, preservation, storage and retrieval of records regardless of media; the Freedom of Information Act Program and the Privacy Act Program.

TABLE 37-1**ADMINISTRATIVE SYSTEMS MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative systems studies	approved administrative systems study proposals	at HQ USAF and MAJCOM approving authorities	destroy 1 year after system terminated or when no longer needed for reference, whichever is later. AUTH: N1-AFU-90-3
2			at other activities	destroy when system is terminated. AUTH: N1-AFU-90-3
3		disapproved proposals		destroy 1 year after disapproval. AUTH: N1-AFU-90-3
4		data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records		destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 37-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	Information Management Workload Reports, computer graphs and reports	statistical information pertaining to trend analysis, man-hours/manpower earned and work loads for IM Functional Account Codes (FAC) 11XX, consolidated by base Plans and Programs function (IMX), local Management Engineering Team (MET) and MAJCOM/IM (computer generated product and AF Form 1)	at MAJCOM/IMX, base IMX and MET	destroy when records are 3 years old or when all management actions are completed, whichever is later. AUTH: N1-AFU-89-28
6	Source documents other than those described in Rule 5	source documents (i.e., forms from which data is extracted, working papers, etc.)	at MAJCOM/IMX, base IMX, MET or functional units	destroy after 1 year. AUTH: N1-AFU-89-28
7	Reports control files	case files maintained for each Air Force report created or proposed, including public use reports, consisting of clearance forms, including SF 83, RCS reports, including AF Form 130, and Interagency reports; pertinent forms or descriptions of format; authorizing directives; preparation instructions; and records relating to the evaluation, continuation, revision, and discontinuance of reporting requirements		destroy 2 years after the report is discontinued. AUTH: GRS16,ITEM6
8	Information Collection Budget Files	reports required by the OMB under the Paperwork Reduction Act of the number of hours the public spends fulfilling Air Force reporting requirements, including associated feeder reports, reports exhibits, correspondence, directives, and statistical compilations		destroy after 7 years. AUTH: GRS16,ITEM12
9	Feasibility studies	studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis of the improved efficiency and effectiveness to be expected from the proposed system		destroy 5 years after completion or cancellation of the study. AUTH: GRS16,ITEM9

TABLE 37-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Studies, Analyses, and Summaries	formal management analyses, studies and summaries that measure and evaluate Air Force performance in carrying out its substantive mission responsibilities (methods of analyzing management in terms of principal missions or organizational objectives; developing standard to evaluate performance; providing planning factors; isolating problem areas to facilitate command decisions; insuring economical use of AF resources) but excluding management analyses, studies and summaries covered elsewhere in this regulation, such as office management studies and feasibility studies for information management technology and equipment	accumulated at functional staff offices having primary responsibility for managing the program or system	retire as permanent (transfer to National Archives when 25 years old) AUTH: NC1- AFU-80-50

TABLE 37-2**ADMINISTRATION OF POSTAL ACCOUNTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	money orders	PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records	at postal activities	destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action). AUTH: N1-AFU-90-3
2		records of money order forms and fund transactions-- (DD Form (DD) 885, Money Order Control Record; PS 6990, Invoice Money Order Form; PS Form 17, Stamp Requisition used to requisition money orders		destroy after 2 years. AUTH: N1-AFU-90-3
3	stamp stock	PS 17, Stamp Requisition	custodian of postal effects' (COPE) copies at postal activities	destroy after 6 months. AUTH: N1-AFU-90-3
4			window clerk's copies at postal activities	destroy upon completion of next audit. AUTH: N1- AFU-90-3

TABLE 37-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01	commercial mail stamps		official mail activities	destroy after 6 months. AUTH: N1-AFU-90-3
5		PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received; PS 3958, Main Stock Transaction Record	at postal activities	destroy 1 year after completion of form. AUTH: N1-AFU-90-3
6		PS 3220, Claim for Stamped Envelope Discount		destroy when credit is received from source of supply. AUTH: N1- AFU-90-3
7	unit stamp and money order purchases	DD 1118, Unit Mail Clerk's Receipts for Funds and Purchase Record	at unit mail room	destroy 90 days after transaction completed. AUTH: N1-AFU-90-3
8	official postage meter licenses	PS Form 3601-A, License to Use Postage Meters	at offices using official postage meters	forward terminated license to US Postal Service (USPS). AUTH: N1-AFU-90-3
8.01		copies of PS Form 3601-A, License to Use Postage Meter, maintained for monitoring purposes	at postal activities	destroy when postage meters are terminated. AUTH: N1-AFU-90-3
9	(RESERVED)			(RESERVED)
10	postage meter operations (not covered in rule 14)	PS 3602-PO, Report of Meter Setting, and supporting records	at postal activities and offices using official postage meters	destroy 2 years after form completed. AUTH: N1-AFU-90-3
11		PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings; PS 3533, Application and Voucher for Refund of Postage and Fees PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail		destroy 2 years after date of final entry. AUTH: N1-AFU-90-3
12	permit imprint mailing statements	PS 3602, Statement of Mailing With Permit Imprints; PS 3602-PC, Statement of Mailing Bulk Rates; PS 3605, Statement of Mailing Bulk Zone Rate	at official mail activities	destroy 1 year after date of mailing. AUTH: N1-AFU-90-3
13	daily financial report	PS 1412-B, Daily Financial Report and supporting records	at postal activities	destroy after 2 years. AUTH: N1-AFU-90-3
14	postage expenditure reports	AF Form 3536, Quarterly Air Force Postal Expenditure Report	at official mail activities, MAJCOM/FOA/DRU and SAF/AAIQ	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
15	audits	audit summary--DD 2259, Report of	at COPE at postal	destroy after 6 months.

TABLE 37-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Audit of Postal Accounts	activities	AUTH: N1-AFU-90-3
16			at window clerk at postal activities	destroy upon completion of next audit. AUTH: N1- AFU-90-3
17		audit record--PS 3368, Stamp Credit Examination Record	at postal activities	destroy 1 year after account is withdrawn. AUTH: N1-AFU-90-3
18	fixed credit receipts	PS 3369, Stamp Credit Receipt		destroy when superseded or upon reassignment of individual, whichever is sooner. AUTH: N1- AFU-90-3
19	financial adjustment memorandum (FAM)	PS Form 1908, letters or memos used to identify/correct postage meter, money order, or stamp stock financial accounts/transactions	at postal activities	destroy after 2 years. AUTH: N1-AFU-88-36
20			at monitoring activities	destroy after 1 year. AUTH: N1-AFU-88-36
21		PS Form 1098 and letters for dishonored personal checks and other supporting records		destroy 3 months after resolution. AUTH: N1- AFU-88-36

TABLE 37-3**MAIL ACCEPTANCE AND DELIVERY**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	at postal activities, unit mail rooms and official mail activities	destroy 2 years after cancellation. AUTH: N1-AFU-90-3
2		DD 2260, Unit Mail Clerk/Orderly Designation Log		destroy 2 years after last entry on log has been revoked. AUTH: N1-AFU-90-3

TABLE 37-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	dispatch and delivery receipts on accountable mail	PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book-Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document		destroy after 2 years (See Note). AUTH: N1-AFU-90-3
4	mail call or hours of collection notices	DD 1115, Mailroom; USPS Label 55, Mail Collection Times		destroy when new forms are posted. AUTH: N1-AFU-90-3
5	postal directory	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart. AUTH: N1-AFU-90-3
5.01			customers' copies	if not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been issued or otherwise accounted for. AUTH: N1-AFU-90-3
6	mail seizure reports	records pertaining to the seizure of mail	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
7	mail covers	records, including reports, resulting from mail covers	at investigative agency	destroy after 8 years. AUTH: N1-AFU-90-3
7.01		approval/request letters from investigative agency	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
8	change of address	new mailing address information	at PSCs	destroy when no longer needed. AUTH: N1-AFU-90-3
9	mail change notice	DD 2258, Temporary Mail Disposition Instructions		
10	issuing postal receptacles	DD 2262, Receptacle Record	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued. AUTH: N1-AFU-90-3
11	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed. AUTH: N1-AFU-90-3
12	standing delivery	PS 3801, Standing Delivery Order		destroy 2 years after

TABLE 37-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	order			cancellation. AUTH: N1-AFU-90-3
13	recall of mail	PS 1509, Senders Application for Recall of Mail	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
14	accountable container receipts	receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution, and in pouches or other consolidated mailings	at postal activities, originating offices, and official mail activities	destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger. (EXCEPTION: destroy suspense copy of receipt after return of signed receipt). AUTH: N1-AFU-90-3
15		unsigned duplicate copies used for tracer and control purposes		destroy after 90 days or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
16	Application for Registration or Certification of Official Mail	AF Form 627 or PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	at originating offices and official mail activities	destroy after 2 years. AUTH: N1-AFU-90-3
17		AF Form 627 or PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via other than registered mail		destroy after 1 year. AUTH: N1-AFU-90-3
18		AF Form 627 used in place of an accountable container receipt		destroy on return of signed document receipt. AUTH: N1-AFU-90-3
19	weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	destroy 1 year after termination of the WSP service. AUTH: N1-AFU-90-3
20			at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21	postal analyses and summaries	analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts; and Container Receipt Summaries	at postal activities	destroy after 6 months. AUTH: N1-AFU-90-3

NOTE: When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

TABLE 37-4
MAIL MOVEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	receipt and dispatch of mail	mail manifests (PS Form 2900, US Military Mail by US Commercial Air Carriers Dispatch Record; Alaskan Air Mail Dispatch Record, PS 2942-A, AV-7 Delivery List; PS 3830-A, Registry Dispatch Record; DD 1384, Transportation Control and Movement Document; DD 1385, Cargo Manifest; Transportation Control Number log forms; Government Bills of Lading; DD 878, Military Mail Dispatched	for registered mail	destroy after 2 years. (See Note) AUTH: N1- AFU-90-3
2			for nonregistered mail	destroy after 1 year. AUTH: N1-AFU-90-3
3		DD 1372, Mail Manifest	at postal activities	destroy after 3 months. AUTH: N1-AFU-90-3
4		DD 2277, Transit Time Information System for Military Mail Daily Work Sheet		destroy 60 days after message report is submitted. AUTH: N1- AFU-90-3
5	small-parcel shipment billing or shipping records	records generated by small-parcel shipping companies		destroy after 1 year or as specified in contract, whichever is later. AUTH: N1-AFU-90-3
5.01		records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy		destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later. AUTH: N1-AFU-90-3
6	irregular makeup and dispatch of mail	DD 2273, Irregularities in Makeup and Dispatch of Mail	at cited postal activities	destroy 6 months after remedial action is completed. AUTH: N1-AFU-90-3
6.01			at other than cited postal activities	destroy after 6 months. AUTH: N1-AFU-90-3
7	irregular handling of mail	PS 2759, Report of Irregular Handling of Mail	at MAJCOM postal squadrons	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8			at originating stations	destroy after 1 year. AUTH: N1-AFU-90-3
9	incoming command pouch	log used to record pouch number	at receiving station	destroy after 3 months. AUTH: N1-AFU-90-3

NOTE: When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit).

TABLE 37-5

POSTAL ADMINISTRATION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	board of officers proceedings and reports of survey	records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	at field activities	destroy 1 year after final disposition or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	postal offense case files	postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	destroy 2 years after case is closed. AUTH: N1-AFU-90-3
3			at field activities	destroy 3 months after case is closed. AUTH: N1-AFU-90-3
4	utilization of APO facilities	approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525.6M, to use the Military Postal Service (MPS)		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		suspensions	withdrawals of use of APO privileges from individuals/organizati ons	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual. AUTH: N1-AFU-90-3
6		revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual. AUTH: N1-AFU-90-3
7		limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual. AUTH: N1-AFU-90-3

TABLE 37-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	claims paid by USPS and UPS	claims forms: PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity-International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim		destroy after 2 years. AUTH: N1-AFU-90-3
9	complaints and inquiries	customer comments: PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card		destroy 1 year after case closed or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10	unit mail service inspection	checklists		destroy after 1 year. AUTH: N1-AFU-90-3
11	tracers	processing records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill		destroy after 2 years. AUTH: N1-AFU-90-3
12	designation/terminat ion of postal clerks	DD 2257, Designation/Termination MPC-FPC-COPE-PFO (See Note)		destroy 2 years after termination. AUTH: N1-AFU-90-3
13	registry balance and inventory	DD 2261, Registered Mail-Balance and Inventory	at postal activities	destroy after 2 years. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	postal operations proficiency training	Master Job Qualification Standard (JQS)	at MAJCOM postal squadrons and postal activities	destroy when superseded. AUTH: N1-AFU-90-3
16	postal bulletins		at postal activities	destroy after 6 months and/or after bulletin matter entered in a USPS publication. AUTH: N1-AFU-90-3
17	distribution and location listings	mail distribution scheme, MPO location lists, and related records		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner. AUTH: N1- AFU-90-3
18	inventories of postal supplies and USPS equipment	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	at postal activities	destroy when superseded. AUTH: N1-AFU-90-3

TABLE 37-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19	requisitions for USPS equipment, supplies, publications, coded tags and labels	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels; PS 1957-C, Request for Military Tags and Labels; PS 1957-D Request for Tags and Labels; PS 4686-A Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment		destroy after requisition is filled or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
20	repairs to postal equipment	equipment history-PS 4805, Work Record Sheet		transfer with unserviceable equipment to the accountable USPS postmaster. AUTH: N1-AFU-90-3

TABLE 37-6**PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	publications/forms requisitions and requirements	forms, other records, and related correspondence used to requisition or establish requirements for publications/forms	at customer and publications distribution offices (PDOs)	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	publications and nonaccountable forms distribution status	stock record cards, re-order markers, inventory control records, distribution record cards, and similar control media		
3	accountable forms distribution status			destroy 2 years after removal from active file (See Note 3). AUTH: N1-AFU-90-3
4	accountable forms accountability	receipts, destruction certificates, and related correspondence showing the issue, receipt or destruction of blank accountable forms (See Note 1)	suspense copies of receipts	destroy when signed receipt is received. AUTH: N1-AFU-90-3
5			signed receipt and destruction certificates	destroy 2 years after last serially numbered form in series has been issued or destroyed (See Note 3). AUTH: N1-AFU-90-3

TABLE 37-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	publications bulletins	bulletins issued to tell PSOs and their customers the status of publications and forms	at issuing activities and PDOs	destroy after 1 year. AUTH: N1-AFU-90-3
7			accumulated by customers	destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
8	Request for and record of customer account representative designation (AF Form 1846)	appointment of primary and alternate CARs and subaccount representatives	at PDOs when receipt of accountable forms is authorized	destroy 2 years after appointment is superseded or rescinded (See Note 3). AUTH: N1-AFU-90-11
9			all other copies	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-11

NOTE(S):

1. For guidance concerning the destruction of unissued accountable forms, see AFI 37-161. This manual does not provide disposition instructions for forms in their blank (unused) state.
2. RESERVED.
3. Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 37-138, Chapter 5).

TABLE 37-7**PUBLICATIONS MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	directives, instructions, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record set of each publication which have AF-wide or MAJCOM applicability	at HQ USAF/MAJCOMs/maj or subordinate commands	retire as permanent (See Notes 1, 2, 3, 5, 6, 8). AUTH: NC1-AFU- 77-41
2			below major subordinate commands which have MAJCOM or AF-wide applicability (See Note 7)	retire as permanent (See Notes 2, 3, 6, 8). AUTH: NC1-AFU-77- 41

TABLE 37-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		record sets of publications, manuals, staff digests, and supplements	major subordinate commands and below which do not have AF- wide or MAJCOM applicability	destroy after 7 years (See Note 2). AUTH: N1-AFU-90-3
4	recurring and one- time pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF-wide or MAJCOM applicability	destroy when rescinded, superseded or obsolete, or when no longer needed (See Note 4). AUTH: N1- AFU-90-3
5	visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF-wide or MAJCOM applicability	
6	headquarters operating instructions (HOIs)	record set of each publication as prescribed in AFI 37-160, volume 1	at HQ USAF OPRs	retire as permanent (See Notes 2, 3, 8). AUTH: NC1-AFU-77- 41
6.01			at MAJCOMs and major subordinate commands, and apply to the entire headquarters (such as HOIs)	destroy 2 years after superseded, rescinded or obsolete (See Note 4). AUTH: N1-AFU- 90-3
7	operating instructions (OIs)	record copies and background material, if any, retained by offices of primary responsibility	at HQ USAF/MAJCOMs/maj or subordinate commands and do not apply to the entire headquarters (such as directorates, division, branch, etc., OIs)	destroy when superseded, rescinded, obsolete or no longer needed (See Note 4). AUTH: N1-AFU-90-3
8			below major subordinate commands	
9	bulletins	announcements, notices, temporary instructions or directive material of no permanent reference value, such as base and weekly bulletins (see table 37-6 for publications bulletins)		
10	(RESERVED)			(RESERVED)
11	recurring periodicals	individual issues and related background material of periodicals not having AF-wide or MAJCOM applicability	at OPRs	destroy when superseded, rescinded, obsolete or no longer needed (See Note 4). AUTH: N1-AFU-90-3
12		newspapers/news sheets		see table 35-1. AUTH:

TABLE 37-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				N1-AFU-90-3
12.01		TIG Brief record set	at HQ USAF	hold for 2 years then transfer to WNRC as permanent; transfer to National Archives after 10 years in WNRC. AUTH: NC1-AFU-77-41
13		telephone directories (including staff directories)	at OPRs	see table 33-9. AUTH: N1-AFU-90-3
14	recurring periodical systems	official record set for each approved recurring periodical in the system, including initial request and justification for issuance; cost data and specifications of periodicals and requests for approval; publications management office approval for issuance; each subsequent request and approval for change in specifications, funding, or quantitative requirements; OPR's current annual request for continuance, and the publication management office approval; and other correspondence between the OPR and the publications management office concerning the publication	at publications management offices or OPRs	destroy when recurring periodical is discontinued (See Note 4). AUTH: N1-AFU-90-3
15	specialized publications systems	official record set for each approved system of specialized publications, including initial request and justification for a special system of publications; publications management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publications management office concerning the system	at publications management offices	retire as permanent when publications system is discontinued (See Note 8) (see also table 37-9). AUTH: NC1-AFU-77-41
16			at OPRs	destroy when publications system is discontinued. AUTH: N1-AFU-90-3
17 thru 21	(RESERVED)			(RESERVED)
22	manuscripts or proofs	manuscripts and drafts of proposed or revised publications, printer's galleys or page proofs, and other working or control data	at publications management offices or OPRs	destroy when printed publication is received and determined accurate. AUTH: N1-AFU-90-3

TABLE 37-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23		camera-ready		destroy when no longer needed. AUTH: N1-AFU-90-3
24	review of higher headquarters' publications for local implementation	forms used to determine what action an OPR intends to take on a higher headquarters' publications, and for follow-up	at publications management offices and result in review of an existing supplement	originals may be filed in supplement's record set as evidence of a special review, and rules 1 thru 3 apply. AUTH: N1-AFU-90-3
25			at publications management offices and do not result in review of an existing supplement	destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required. AUTH: N1-AFU-90-3
26			at OPRs	
27	master and functional publication libraries	inventory record used to record data, discrepancies, corrective action and individual conducting inventory	at master and functional libraries	destroy upon completion of the next inventory. AUTH: N1-AFU-90-3
28		spot check record used to record date, discrepancies, corrective action and individual conducting spot check		destroy upon completion of the next spot check. AUTH: N1-AFU-90-3

NOTE(S):

1. HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. SAF/AAIP retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.

2. Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated on and after 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).

3. AF Department publications prepared by a MAJCOM/FOA are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per AFI 37-138, paragraph 6.9 and figure 6.3. Show the preparing activity (MAJCOM/FOA and office) in Item 6f of the SF 135.

4. Report material of historical or other significant value considered worthy of permanent preservation to SAF/AAIQ.

5. Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

6. If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/printer copies are not authorized for this purpose. Approval to use archival microform must be granted by SAF/AAIQ.

7. Air Force Departmental publications prepared by the Air Force Standard Information Systems Center are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including background material, is assigned to the Center OPR responsible for the particular automated data system which the directive records. When retiring the record set to WNRC, the HQ USAF OPR is shown in item 6f (SERIES DESCRIPTION block) of the SF 135. "341" is shown as the Record Group in Item 6a and accession number is shown in Item 6c.

8. Transfer to the National Archives in 5-year increments when 25 years old.

TABLE 37-8**REPROGRAPHICS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	controlled reprographics equipment approved (background information)	forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)	at HQ USAF/MAJCOMs/FO As and approving and operating levels	destroy 1 year following the end of the fiscal year after equipment life in the Air Force (when equipment is transferred to another Air Force activity for use, also transfer the related records to gaining activity). AUTH: N1-AFU-90-3
2	controlled reprographics equipment (disapproved)	disapproved requests for reprographics equipment		destroy after 2 years. AUTH: N1-AFU-90-3
3	uncontrolled reprographics equipment	forms and related records	at operating level	destroy at end of fiscal year after equipment is dropped from Air Force inventory following salvage or turn-in of equipment. AUTH: N1-AFU-90-3
4	job jacket files - not subject to reprinting	job jacket files containing original matter, negatives, requisitions, correspondence, and allied papers for each printing job	jobs at printing plants not subject to reprinting	destroy 1 month after job completed. AUTH: N1-AFU-90-3
5	job jacket files - subject to reprinting		jobs at printing plants subject to reprinting	destroy when obsolete. AUTH: N1-AFU-90-3
6	forms and correspondence for printing	forms and correspondence for printing	at requesting activities	destroy upon receipt of job, or if used to prepare budget. Destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 37-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	receipts and distribution of reprographics jobs	forms and correspondence that document the receipt and distribution of reprographics jobs	at printing, duplicating and micrographics activities	destroy after 1 month. AUTH: N1-AFU-90-3
8	requisitions and correspondence for duplicating or micrographics	forms, including requisitions, and correspondence for duplicating or micrographics work	at duplicating and micrographics activities	destroy 3 months after job is completed. AUTH: N1-AFU-90-3
9	requisitions for duplicating or micrographics work		at requesting activities	destroy upon receipt of job. AUTH: N1-AFU-90-3
10	contractor services forms for printing, duplicating and micrographics	forms, including requisitions, and correspondence related to printing, duplicating and micrographics work	at contractor facilities	hold for audit trail, then destroy 2 years after all exceptions have been cleared. AUTH: N1-AFU-90-3
11	Public Printer services and other federal printing sources/forms	forms, including requisitions, correspondence, invoices, and specifications from reprographics procurement activities to the printing sources	at AF reprographics procurement activities	destroy 3 years after close of FY that job was completed or cancelled. AUTH: N1-AFU-90-3
12	Public Printer services and other printing sources/account records	accounting records, including requisitions, transfer of funds, vouchers, receiving reports, and related records		destroy 3 years after the period covered by the account. AUTH: N1-AFU-90-3
13	reprographics production	job logs, requisitions used in lieu of logs, data bases or other means of recording and reporting production	at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities	destroy 3 months after reporting production IAW AFI 37-162. AUTH: N1-AFU-90-3
14	consolidated reports at HQ USAF	in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards	at HQ USAF	destroy when 3 years old. AUTH: N1-AFU-90-3
15	printing/duplicating/micro-graphics/copying reports		at MAJCOMs/FOAs and management reporting activities	destroy 1 year after reporting period. AUTH: N1-AFU-90-3
16	copier operating rules	AF Form 1112, Copying Machine Limitation and Unlawful Reproduction; Office Copy Machine Identification Restrictions; and local operating notices	posted on or near copiers	destroy when superseded or when machine has been permanently removed. AUTH: N1-AFU-90-3
17	copier case file	forms, letters and other records that	at copy manager's	destroy 1 year after

TABLE 37-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	(leased/rented copier)	document the history of an individual leased/rented or Copy Service Plan (CSP) copier	offices	close of the fiscal year in which contract expired. If purchased, use rule 18. If upgraded or downgraded, transfer the new copier case file. AUTH: N1-AFU-90-3
18	copier case file (owned copier)	forms, letters and other records that document the history of an individual owned copier		destroy 1 year after the end of the Fiscal Year in which the equipment was traded or turned-in. (When equipment is transferred to another AF activity, transfer the related case file. AUTH: N1-AFU-90-3
19	Printing Plants, Duplicating Centers, and Microform Production Facilities	requests to establish with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of plant, center or facility. AUTH: N1-AFU-90-24
20			at implementing levels at other than approving offices	destroy on inactivation of plant, center or facility. AUTH: N1-AFU-90-24
21		requests to establish with supporting records and records of disapproval	at approving offices	destroy 5 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24
22			at requesting levels at other than approval offices	destroy 2 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24

TABLE 37-9

SPECIALIZED PUBLICATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	specialized publications system initial approval			see table 37-7. AUTH: N1-AFU-90-3
2	manuscripts or proofs			
3	technical orders (TOs)	record copy of each TO in the Air Force TO system (AFPD 21-3)	at USAF TO Repository, USAF Technical Order System Section, Oklahoma City Air Logistics Center (OC- ALC/MMEDU)	destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory (EXCEPTION: see note 3). AUTH: N1-AFU- 90-3
4		background material such as forms reports, correspondence and other records concerning initiation, preparation and issuance of, and changes to TOs	at issuing activities	destroy 2 years after TO is superseded, obsolete or rescinded. AUTH: N1-AFU-90-3
4.01	Technical Order Requests and Requisitions	AFTO Form 187, Technical Order Publication Request, AFTO Form 276, Special Requisition for AFTOs or other authorized AFTO Form 187 format source document		destroy 2 years after date of signature. AUTH: N1-AFU-90-41
4.02	Technical Order Notification	AFTO Form 215, Notification	at Technical Order Distribution Offices (TODOs), Technical Order Distribution Activities (TODAs), or Technical Order Distribution Subaccounts (TODSs)	destroy when no longer required. AUTH: GRS23,ITEM8
4.03	Code Selected Reconciliation Listing (CSRL)		at Technical Order Distribution Offices (TODOs)	destroy upon receipt of next CSRL. AUTH: N1-AFU-90-3
5	characteristics guides	record set of each publication, which includes a printed copy of each issuance, edited manuscript (see table 37-7), printed copy of each form prescribed, document showing signature of approving authority, document showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		see table 61-4. AUTH: N1-AFU-90-3

TABLE 37-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	extension course material, OJT packages, and other training publications			see table 36-40. AUTH: N1-AFU-90-3
7	specialized publications identified elsewhere in this publication			dispose of per appropriate table and rule in AFMAN 37-139 (See Note 6). AUTH: N1-AFU-90-3
8	communications security (COMSEC) codes and authenticator systems publications		at HQ AIA/LG and AFCSC as applicable	retire as permanent each edition containing a change in content, format, or production principle (code generation media) (See Notes 1, 2 and 8). AUTH: N1-AFU-91-20
8.01	maintenance bulletins (MB)(AIA and non-AIA originated), equipment installation standards (EI)			destroy 6 years after supersession or rescission (See Note 7). AUTH: N1-AFU-91-20
8.02	AF COMSEC publications			retire as permanent (See Notes 1 and 8). AUTH: N1-AFU-91-20
9	Air Force Occupational Safety and Health (AFOSH) standards	supplements to AFOSH standards with command-oriented information not contained in the basic standard or with more detailed or stringent criteria than contained in the basic standard	at HQ USAF/SGPA and HQ AFISA/SEGO	retire as permanent (See Note 5). AUTH: N1-AFU-88-43
9.01			at MAJCOMs and major subordinate commands	destroy after 5 years, or when superseded, rescinded, obsolete, or no longer needed, whichever is later (note 7). AUTH: N1-AFU-88-43
10	US Strategic Command Civil Engineering Manuals (USSTRATCOM CEMs)	record copy of each USSTRATCOM CEM	at issuing activities	destroy 6 years after supersession or rescission. AUTH: N1-AFU-90-3
11		background material such as forms reports, correspondence and other documentation concerning initiation,		destroy 2 years after USSTRATCOM CEM is superseded, obsolete

TABLE 37-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		preparation, issuance and changes to USSTRATCOM CEMs		or rescinded. AUTH: N1-AFU-90-3
12	(RESERVED)			(RESERVED)
13				
14	AF Medical Logistics Letters (AFMLLs)	record copies	at the Air Force Medical Logistics Office (AFMLO)	destroy after 25 years (See Note 4). AUTH: N1-AFU-90-3
15		copies of the AFMLLs	at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ FOAs, and USAF Reserve	destroy after 2 years (See Note 4). AUTH: N1-AFU-90-3
16	Air Force Civil Engineering Support Agency Energy Techdata	record copies	at HQ AFCESA	destroy 2 years after supersession or rescission. AUTH: N1- AFU-90-3
17		copies	at Energy and Civil Engineering activities	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
18	Air Force Morale, Welfare, Recreation, and Services (MWRS) Letters	record copies	at HQ AFMW RSA	destroy 2 years after supersession or recision. AUTH: N1- AFU-90-3
19		copies	at MWRS activities	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
20	Air Force Technical Applications Center (AFTAC) Technical Instructions (TI) and Laboratory Procedures (LP)	record sets of each TI and LP issued by AFTAC which include a printed copy of each issuance, manuscript, technical writer draft, authorization documentation, coordination record, latest annual review, and background material used in the development of the TI or LP	at Technical Operations Division	retire as permanent (note 5). AUTH: N1- AFU-86-49
21	education and training records documents for mishap prevention	records sets	at issuing activities	retire as permanent (note 8). AUTH: N1- AFU-88-14
22		background material such as mishap reports, correspondence, photos, and other records supporting information publications		destroy 5 years after publications issued, or when no longer needed, whichever is later AUTH: N1-AFU-88-14
23	AFROTC all	record set of each letter published at	at HQ AFROTC and	destroy after 1 year

TABLE 37-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	units/area unit letters	issuing activity	area commandant offices	AUTH: N1-AFU-88-43
24		copies	at HQ AFROTC staff offices, area commandant offices, and senior units	destroy after expiration date AUTH: N1-AFU- 88-43
25	Air Force Blood Program Technical Letters (AFBPTL))	record copies	at HQ USAF/SGHR	destroy after 10 years (See Note 4). AUTH: N1-AFU-91-40
26		copies of AFBPTLs	at medical treatment facilities and MAJCOMs/FOAs	destroy when superseded (See Note 4). AUTH: N1-AFU- 91-40

NOTE(S):

1. Retain as current until the publication is rescinded, superseded or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject). Remove from the current file, place in an inactive file and cutoff 31 December each year. Retire per AFI 37-138, paragraph 3.2 and table 3.1 (NOTE: AF Departmental specialized publications prepared or issued by MAJCOMs or FOAs are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring, the HQ USAF OPR is entered in Item 5 of the SF 135, and "341" entered in Item 6a as the Record Group No. Indicate the preparing office (MAJCOM or FOA and office) in Item 6f of the SF 135. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Items 6b and 6c of the SF 135 before shipping the record sets to WNRC per AFI 37-138, paragraph 6.9 and figure 6.3) Record sets of documentation in rule 8 will be transferred to National Archives when sensitivity and classification no longer prevent their use for historical research.
2. Regeneration criteria may be destroyed after they have been used and authorized for destruction by using units.
3. Prior to authorizing OC-ALC/MMEDU to destroy TOs on expiration of retention period, the responsible air logistics center (ALC) will: a. Insure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc.) have been satisfied. b. Insure through the ALC Staff Judge Advocate and HQ USAF/JAC that there are no unsettled claims, litigation or other incomplete actions involving a rescinded TO. c. Provide a listing and offer the TOs to the Director, Air Force Museum, Wright-Patterson AFB OH 45433. d. Obtain written permission from the data source to release TOs for museum use if they contain proprietary data. If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement.
4. Retain in current file until eligible for destruction.
5. Transfer to National Archives in 5-year increments when 25 years old.
6. When a specialized publication is not described in this publication, submit AF Form 525 and a sample of the publication to SAF/AAIQ requesting establishment of disposition authority under the appropriate functional table.
7. Prior to destroying MBs, HQ AIA/IMOR will contact AFCSC/MAV to ensure records are eligible for destruction.
8. HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when 50 years old or when their sensitivity no longer prevent their use for purposes of historical and other research whichever is later. Sensitive records will be periodically reviewed every 10 years.

TABLE 37-10

FORMS MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Force Forms Management Program	records that reflect development, formulation and issuance of all basic plans, policies and procedures, and the managerial control of the AF-wide forms management program which encompasses development of standards, design, typography and specifications for, and consolidation, identification, registration and standardization of all forms created by AF activities	at HQ USAF and MAJCOMs	destroy when 6 years old; earlier disposal is authorized if the records are superseded, obsolete, or no longer needed for reference. AUTH: N1-AFU-90-3
2	functional forms files	collection of current forms used for control, precedent, comparison and general reference		destroy immediately discontinued, superseded, revised or replaced. AUTH: N1-AFU-90-3
3	numerical forms files	approved DD Form 67, Form Processing Action Request, submitted by OPR for the form, and all revisions; latest printing specifications; latest AF Form 1382, Request for Review of Publication and/or Form(s), showing status of the form; records about the form; a final draft/master or a copy of the current edition showing the OPR's approval; and a copy of each printed edition of the form		destroy 1 year after obsolescence (See Note). AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	forms management reports	reports of forms management activities, progress, status, and costs	consolidated reports at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
6			at MAJCOMs and major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
7			at activities below major subordinate commands	destroy on completion of next report. AUTH: N1-AFU-90-3
8		Forms Management Activity Record (AF Form 1798)		destroy after 1 year. AUTH: N1-AFU-90-3
9	Forms Register (AF Form 1797)	control cards on command and office forms; show forms numbers, OPR, prescribing directives, reproduction actions, and costs		destroy 1 year after date form became obsolete. AUTH: N1-AFU-90-3

NOTE: Printed copy of each prescribed form, copy of request for approval of the form, and the document that established the requirement will be filed with the record set of the prescribing directive.

TABLE 37-11

CORRESPONDENCE, MESSAGES, AND PROJECT FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general correspondence (permanent)	letters, indorsements, memoranda, reports, and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility and previously categorized under the AF Subjective Classification System	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs	retire as permanent (note 1). AUTH: NC1- AFU-80-8
1.01		rule 1 Secretary of the Air Force and Office of the Chief of Staff correspondence filed numerically with reference index	at HQ USAF/CVAE (Executive Services Division)	retire as permanent (note 1). AUTH: NC1- AFU-85-20
1.02		computer database index		retire as permanent (note 7). AUTH: NC1- AFU-85-20
1.03		chronological files of the Secretary of the Air Force and other high ranking Department of the Air Force officials appointed by the President	at HQ USAF	retire as permanent (note 8). AUTH: N1- AFU-90-32
2	general correspondence (temporary)	created or received by any office not covered by rule 1		destroy after 1 year. AUTH: N1-AFU-90-3
3		duplicate files kept by action officers, supervisors, or supervisory or monitoring offices when record copies or official file copies are filed elsewhere in the same organizational element (See Note 3)		
3.01		that portion of the correspondence files that does not document policy making and program guidance	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs (See Note 4)	
4	transitory material	transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 37-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	reading file	extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file		destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	message file	extra copies of messages, except those covered elsewhere in this table or table 33-8 or those filed with other records series used as a cross- reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature		destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6.01		copies of separate series messages maintained as a policy reference file		destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION: destroy EMCs and IMCs when superseded or rescinded by a formal publication). AUTH: N1-AFU-90-3
6.02		copies of ALPERSCOM and AIG 8106 "B" and "W" series messages used as a policy reference file and are in control number sequence within a calendar year	at MAJCOMs, MPFs, satellite personnel activities and geographically separated unit personnel offices	destroy after 1 year (See Note 5). AUTH: N1-AFU-90-3
6.03		record set of ALPERSCOM and AIG "B" and "W" series messages	at HQ USAF/MPEA and HQ AFMPC	destroy after 2 years (See Note 5). AUTH: N1-AFU-90-3
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in table 38-1, cost studies in table 65-1, R&D projects/studies in 61-series tables, or any other project or study covered elsewhere in volume II of this regulation)	at OPRs at any level and which result in issuance of a publication	include as background material to the publication and dispose of according to table 37-7. AUTH: N1-AFU-90-3

TABLE 37-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	destroy 20 years after completion of project/study or when no longer needed. AUTH: N1-AFU-90-3
9			below major subordinate command OPRs, and do not result in issuance of a publication	destroy 2 years after project/study is closed. AUTH: N1-AFU-90-3
10		background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings not needed to document the project/study		destroy when no longer needed or on completion of the project/study, whichever is sooner. AUTH: N1-AFU-90-3
11	staff meetings and conferences (not covered elsewhere)	any of the material identified in rules 7-10 above and not needed to document other records series	at offices other than OPRs (such as monitoring, control or feeder offices)	
12		record copies of agenda, minutes and related correspondence (see table 38-5 for AF committee and board records and for sound recordings) not filed with another series	at major subordinate commands and above	retire as permanent (note 1). AUTH: NC1-AFU-80-8
12.01		recorded in other series		destroy after 1 year. AUTH: N1-AFU-90-3
13		record copies not filed with another series	below major subordinate commands	destroy after 1 year, on inactivation of activity, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
14		information copies not filed with another series		
15	block assignment of address indicating groups (AIG) numbers	messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)	place in inactive file on cancellation of the block; destroy after 1 year. AUTH: N1-AFU-90-3
16	address indicating group case files	messages/letters of promulgation, copies of each modification or recap, and related correspondence	at cognizant authorities and AIG managers	destroy after 3 months (note 6). AUTH: N1-AFU-90-3
17	form or guide letters	coordination copy of form or guide letters	at approving authorities	destroy when superseded or obsolete. AUTH: N1-AFU-90-3

NOTE(S):

1. Rule 1 applies to correspondence and other data of the type described in AFI 37-138, paragraph 2.11 which are not filed as, or filed with, a separate series identified elsewhere in volume II of this regulation. The file is not screened or a further segregation attempted to separate permanent from temporary when the file is cutoff or retired, except as provided for in AFI 37-138. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.
2. RESERVED.
3. Rule 3 applies when an entire file consists of duplicate copies maintained for monitoring purposes.
4. Offices which are subject to conditions in rule 1 will use rules 1 and 3.1 for their correspondence files.
5. Retain in active file until eligible for destruction.
6. Cutoff as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled.
7. Transfer extracts to NARA when paper records are transferred. Place paper copy of numerical index in first box of Rule 1.1 records when retired to WNRC.
8. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

TABLE 37-12**ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	communications distribution	forms or similar media used to determine distribution made of incoming communications		destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
1.01		forms or similar media prepared for subject routing of terminated message traffic by the message distribution function of telecom centers		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		message registers/logs		destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
3	administration communication reviews	message/correspondence review/improvement check lists and similar records used to review message or correspondence management		destroy when no longer needed. AUTH: N1- AFU-90-3
4	(RESERVED)			(RESERVED)
5	suspense control	file copies or extra copies of communications, forms, notes, etc., used to manage correspondence flow		destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable. AUTH: N1-AFU-90-3

TABLE 37-13**ADMINISTRATIVE ORDERS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	background material to orders in rules 2, 2.1 and 4	letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity		destroy after 1 year (See Note 1). AUTH: N1-AFU-90-3
2	permanent orders	originals or record copies of G-series special orders and MO, movement orders	organized and maintained per AFI 37-128 (See Note 1)	retire as permanent (See Note 3). AUTH: NC1-AFU-85-4
2.01	Temporary orders	originals or record copies of A-series, O-series, X-series, aeronautical, and reserve orders (Except D-series and J-series reserve orders)		destroy after 56 years (See Notes 4 and 5). AUTH: N1-AFU-95-5
2.02		originals or record copies of D-series and J-series reserve orders	at AFRES units and ARPC	destroy after 7 years (See Note 4). AUTH: N1-AFU-95-5
3		originals or record copies and background material for M- and P-series special orders issued after calendar year 1966, T-series special orders, Y-series orders, squadron nonprefixed single numbered series special orders, and PA- PB-series special orders		destroy 1 year after fiscal cutoff (See Notes 1 and 5). AUTH: N1-AFU-90-3
4		M- and P-series special orders issued before calendar year 1967		destroy after 15 years (See Note 1). AUTH: N1-AFU-90-3
5	orders covered by rules 2 thru 4	other copies distributed to any AF activity for information or other record purposes (includes MPF administrative file copies)		destroy when no longer needed, or apply same disposition as files they record (see other tables in this regulation), as appropriate. AUTH: N1-AFU-90-3
6	Automated Orders Data System	identification data in computer used to prepare temporary duty travel orders		destroy when the individual to whom the data pertains is reassigned. AUTH: N1-AFU-90-3

NOTE(S):

1. Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128.
2. (RESERVED)
3. Transfer to National Archives in 10-year blocks when latest records in block are 25 years old.
4. Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire, until no longer needed. When no longer needed, apply approved retention period.
5. The "Y", "O", and "X" series of orders are shreds of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-AFCPMC funded career program selections. "A" series is used for all military PCS orders, separations and certain appointments. "X" replaces "A" for all other civilian PCS orders.

TABLE 37-14

OFFICE SUPPORT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	office administrative files	records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day- to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office (note 5)		destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	project control and support	memoranda, reports, and other records documenting assignments, progress and completion of projects		destroy 1 year after the year in which the project is closed. AUTH: GRS16,ITEM5
4		working papers, drafts, stenographic notes, tapes and disks that have been transcribed; charts, diagrams, or other graphic material used for briefings; or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes		destroy when no longer needed (See Note 1). AUTH: GRS23,ITEM8
4.01 thru 4.06	(RESERVED)			(RESERVED)
5	finding aids	indexes, lists, registers, and other finding aids in hard copy or electronic form used to provide access to records authorized for destruction in other table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records		destroy or delete with the related records, or when no longer needed, whichever is sooner. AUTH: GRS23,ITEM9

TABLE 37-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	reports, controlled and uncontrolled (defined in AFI 33-124)(not covered elsewhere) (See Note 3)	indexes, lists, registers, and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	at preparing activities	destroy when no longer needed. AUTH: N1-AFU-90-3
7			at requiring activities	submit a records disposition recommendation per AFI 37-138, paragraph 9.20. AUTH: N1-AFU-90-3
8		information copies	at monitoring or intermediate activities	destroy when no longer needed. AUTH: N1-AFU-90-3
9	precedent files	extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9.01	(RESERVED)			(RESERVED)
10	office instructions, additional duty handbooks/workbooks (See Note 2)	collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see table 37-7)		destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	building or office services (not covered elsewhere)	records relating to automobile parking permits, office space assignments and coding, installation of communication equipment, issuance of room keys, transportation services, locksmith services and related records		
12	presentation aids (not covered elsewhere)	schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids, and related records		
13	(RESERVED)			(RESERVED)
14	general reference publications (See Note 2)	master, functional, or operational files of publications (see AFI 37-160, volume 7) and publications of other		destroy when superseded, obsolete, or no longer needed,

TABLE 37-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		government agencies or private organizations which are not record copies and are maintained for general reference		whichever is sooner. AUTH: N1-AFU-90-3
15	technical/specialized reference materials (See Note 2)	not record copies of published or reproduced reports, directives or other records; extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes		
16		not record copies of rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction		disposition pending. AUTH: N1-AFU-90-3
17	organizational planning	organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere	at HQ USAF/MAJCOMs/maj or subordinate commands staff offices down to and including directorates or comparable level	retire as permanent one record copy (See Note 4). AUTH: NC1-AFU- 80-8
18			below organizational levels cited in rule 17	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
19	schedule of daily activities	calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined as personal, which contain substantive information relating to official activities, the substance of which is not incorporated into official files		destroy or delete after 2 years. AUTH: GRS23,ITEM5a
20		above rule 19 records, which contain substantive information, the substance of which is incorporated into official files; and those that document routine activities containing no substantive information		destroy or delete when no longer needed. AUTH: GRS23,ITEM5b
21		above rule 19 records, which contain unique substantive information relating to the activities of high level officials (note 6)		see note 6). AUTH: GRS23,ITEM5

NOTE(S):

1. When disposition instructions for any material covered by these rules are predictable (such as "destroy when next machine listing is produced"), enter the predictable event, time, etc., as the cutoff instructions on the disposition control label. The disposition control labels are not required for any material covered by this rule which is not filed or retained for any period of time. However, they may be identified on the file plan if specific material is identified, except working papers and drafts which are destroyed daily or during the course of normal business.
2. General reference publications and technical/specialized reference materials, office instructions, additional duty handbooks, workbooks and continuity folders, will not be reported on records management reports. However, they may be identified for disposition control purposes on the file plans and disposition control labels at the discretion of the command records management officer.
3. When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of rule 8, this table.
4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old.
5. This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency.
6. High level officials include the heads of department and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions. (These officials' offices/commands will send schedule of daily activities to SAF/AAIQ; who will forward it to National Archives and Records Administration (NARA). NARA will appraise each schedule individually and prescribe the retention period.)

TABLE 37-15**ADMINISTRATIVE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFI 37-190, and related background data	record sets at SAF/AAA	retire as permanent (See Note 4). AUTH: NC1-AFU-80-8
2			below SAF which are the basis for an AF publication	they become background material to the related publication (see table 37-7). AUTH: N1-AFU-90-3
3			at HQ USAF and MAJCOM OPRs which are not the basis for an AF publication	retire as permanent (See Note 4). AUTH: NC1-AFU-80-8
4			information copies	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		drafts and related background data which are disapproved for issuance as a SAFO or AF publication		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 37-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	support agreements	support agreements accomplished under AFI 25-201, with any modifications, memoranda of understandings, as required; reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units		destroy 6 years after agreement is superseded or terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-30
8		interservice support agreements and related correspondence accomplished under DOD 4000.19		
9		support agreements accomplished under other than AFI 25-201 and DOD 4000.19 or procurement directives, and not included in rule 12 above		
10		information copies of support agreements		destroy when agreement is superseded or terminated. AUTH: N1-AFU-90-3
11	fund-raising campaigns	correspondence, receipts, invoices and similar or related records		destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign. AUTH: N1-AFU-90-3
12	General Accounting Office (GAO) and Defense Audit Service (DAS) reports	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
13			below HQ USAF	destroy after 3 years. AUTH: N1-AFU-90-3
14	official visits/staff visits	requests for permission to visit, reports of visits (including findings, recommendations, and followup actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	at offices performing visits, and which are not made a part of or needed to document another records series covered elsewhere	destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 37-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15			at offices or organizations visited, and which are not made a part of or needed to document another records series	destroy on completion of next comparable visit or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
16			at intermediate, monitoring or evaluating offices	destroy 1 year after all action has been completed. AUTH: N1-AFU-90-3
17		notifications of visits, itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports	at offices making visits, or at offices visited	destroy on completion of visit. AUTH: N1-AFU-90-3
18		visit schedules		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
19	delegations/designations of authority and additional duty assignments	correspondence, forms, orders, and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation (See Note 5)		destroy when rescinded, superseded or obsolete. AUTH: N1-AFU-90-3
20	officer of the day (OD) and charge of quarters (CQ)	reports of OD, SDO, CQ, and comparable duty officers		destroy after 3 months. AUTH: N1-AFU-90-3
21	reports on applications for vending stand locations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	see table 36-11. AUTH: N1-AFU-90-3
22			at MAJCOMs and intermediate commands	
23			at installations	
24	community service program	reports	at HQ AFMPC/MPCASC	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
25			at other than HQ AFMPC/MPCASC	destroy after 2 years. AUTH: N1-AFU-90-3
26		legal agreements and permits obligating the AF		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
27	locator or personnel data	cards, machine listings, rosters and comparable data		destroy when superseded, or on reassignment or separation of individual (See Note 1). (See table 37-3 for postal

TABLE 37-15**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				directory.) AUTH: N1-AFU-90-3
28	duty rosters	rosters, forms and other records		destroy after 6 months or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3
29	individual record of duty	for military personnel		destroy after individual separates, retires, transfers, or when no longer needed. AUTH: N1-AFU-90-3
30		cards used to record attendance of contract technical service and similar personnel		destroy when no longer needed for audit purposes. AUTH: N1-AFU-90-3
31	internal inspections/self-inspection checklists/inventories (not covered elsewhere)	letters, checklists, report of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
32	overtime requests			see tables 21-2 and 34-14. AUTH: N1-AFU-90-3
33	gifts from foreign governments to AF personnel, consultants and their dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions		destroy after 30 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
34	flexitime attendance records			see tables 34-14 and 177-21. AUTH: N1-AFU-90-3

NOTE(S):

1. When the reverse of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 37-129 and 37-132.)
2. RESERVED
3. RESERVED
4. Transfer to National Archives in 5-year blocks when record is 25 years old.
5. See table 36-26 for civilian personnel office authorities, table 64-4 for designation and appointment of contracting officers, table 37-3 for appointment of unit mail clerk, and table 177-17 for appointment of cashiers and agents.

TABLE 37-16**WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	vital statistics	applications, licenses, certificates, reports, registers, logs, etc., pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments, and related records	at Wake Island	dispose of by transferring to Government of Hawaii when Air Force administration of Wake Island is terminated. AUTH: N1-AFU-90-3
2	notaries public	applications for appointment as notary, recommendations, letters of appointment, logs and registers used to record notarization of records, and related records		

TABLE 37-17**USAFA ADMINISTRATIVE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Mechanically produced output products not covered elsewhere in this regulation	computer generated listings and rosters produced for scheduling, reference, statistics, and other purposes		destroy when superseded or no longer needed, whichever is sooner. AUTH: NC1-461-82-15
2	Cadet Sponsor Programs	names of sponsors/participants and related records	at Cadet Extracurricular Activities	destroy after 1 year. AUTH: NC1-461-82-15
3	Command Post Administration	forms and reports including Officer in Charge report, Senior Officer of the Day report, Cadets Wing Draft theft report, vehicle administratively restricted, and other related records	at Cadet Command Post	destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15
4	Cadet Squadron Administration	forms and reports including Restriction Sign-In, Squadron Tour, Cadet in Charge of Quarters Report, Sign-In/Out Register, and other related records	at each cadet squadron	destroy 1 year after end of academic year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15
5		forms and reports including Charge of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report, Request to Exceed Limits and other related records		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15
6		Report of Offense		destroy 6 months after daily cutoff. AUTH: NC1-461-82-15

TABLE 37-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Optical Scanning Service Request	forms specifying requirements on the optical scanner	at Academic Computing Services (DFTC)	destroy after 6 months or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15
8	Optical Scanner	forms such as ratings, answer sheets, attendance sheets, and others, which are read by the optical scanner		destroy when no longer needed. AUTH: NC1-461-82-15
9	Military Review Committee (MRC)	minutes of MRC which initiate corrective actions or make recommendations to Academy Board on cadets deficient in military performance and aptitude for commissioned service	record copy at Cadet Policy Division	destroy after 4 years. AUTH: NC1-461-82-15
10	Curriculum Committee	meeting minutes, change proposals, and related records on curriculum changes	record copy at Office of the Registrar	retire as permanent (note 1). AUTH: N1-461-92-5
11	Scheduling Committee Actions	forms consolidating information for presentation to Scheduling Committee for utilization of cadet time, agenda, and minutes		destroy after 1 year. AUTH: NC1-461-82-15
12	Academy Board	minutes, results, and decisions of the Academy Board meetings, and background material	record copy at Director of Admissions	retire as permanent (note 2). AUTH: N1-461-92-5
13	Academic Review Committee (ARC)	computer printout of cadets academically deficient, including recommendations/ decisions by the committee made to the Academy Board	record copy at Office of the Registrar on enrolled cadets	destroy 1 year after graduation, or when no longer needed, whichever is sooner. AUTH: NC1-461-92-2
13.01			record copy at Office of the Registrar on disenrolled cadets	destroy 1 year after cadet's class graduates. AUTH: N1-461-92-2
14	Physical Education Review Committee (PERC)	minutes and background material supporting the PERC which considers the overall performance of cadets deficient in the physical education program; makes appropriate recommendations to Director of Athletics and Academy Board	record copy at Physical Education Department	destroy after 4 years. AUTH: NC1-461-82-15
15	Cadet Club Administration	forms, reports, and correspondence used for administering club funds and activities	at Cadet Extracurricular Activities	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15
16	Minutes of Meetings	minutes and related correspondence of Academy Committees, such as Military Review Committee, Curriculum Committee, Scheduling	info copies	

TABLE 37-17**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Committee, Academy Board, Academic Review Committee, etc		
17	Cadet Administrative Management Information System	data system containing various information collected on cadets while they are at the Academy such as admission dates, physical characteristics, grades, awards course of study and other similar data	used as working file for personnel transactions and producing various output products for statistical studies and management purposes	destroy after 6 years, or transfer to the Educational Research Data Base, as applicable. AUTH: NC1-461-82-15

NOTE(S):

1. Transfer to the National Archives in 5 year blocks when latest records are 25 years old.
2. Transfer to the National Archives in 5 year blocks when latest records are 50 years old.

TABLE 37-18**ELECTRONIC RECORDS (SEE NOTES 1 AND 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	files/records created in central ADP facilities to create, use, and maintain master files	electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records		delete/destroy when no longer needed. AUTH: GRS20,ITEM1A
2		electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records		delete after information is transferred to the master file and verified. AUTH: GRS20,ITEM1B
3		electronic files created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use		delete when no longer needed in accordance with standard operating procedures. AUTH: GRS20,ITEM1C

TABLE 37-18

Continued. (SEE NOTES 1 AND 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	input/source	non-electronic records or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention		destroy after the information is converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. AUTH: GRS20,ITEM2A
5		electronic records, except as noted in rule 6, entered into the system during an update process, and not required for audit and legal purposes		delete when data is entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or data base, whichever is later. AUTH: GRS20,ITEM2B
6		electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency		delete when data is entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or data base, whichever is later. AUTH: GRS20,ITEM2C
7		computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base		delete after the necessary data is incorporated into a master file. AUTH: GRS20,ITEM2D
8	master files (including master files that are components of data base management	files that replace, in whole or in part, administrative records scheduled for disposal under one or more items in other AFMAN 37-139 tables, EXCLUDING those stated in note 3,		delete after the expiration of the retention period authorized for the disposable hard copy

TABLE 37-18

Continued. (SEE NOTES 1 AND 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	systems) relating to administrative functions	and consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates, EXCLUDING those stated in notes 3 and 4		file, or when no longer needed, whichever is later. AUTH: GRS20,ITEMS3A&B
9	data files consisting of summarized information	records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is authorized for deletion in other AFMAN 37-139 tables, EXCLUDING data files stated in note 5		delete when no longer needed. AUTH: GRS20,ITEM4
10	extracted information	electronic files consisting solely of records extracted from a single master file or data base that is approved for deletion in other AFMAN 37-139 tables, EXCLUDING extracts stated in note 6		delete when no longer needed. AUTH: GRS20,ITEM5
11	print files	electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports		delete when no longer needed. AUTH: GRS20,ITEM6
12	technical reformat files	electronic file consisting of data copied from a master file or data base for specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives		delete when no longer needed. AUTH: GRS20,ITEM7
13	security backup files	electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased, which are files identical to records scheduled for transfer to the National Archives		delete when the identical records are transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file. AUTH: GRS20,ITEM8A
14		above rule 13 records, which are files identical to records authorized for disposal in other AFMAN 37-139 tables		delete when the identical records are deleted, or when replaced by a subsequent security backup file. AUTH: GRS20,ITEM8B

TABLE 37-18

Continued. (SEE NOTES 1 AND 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15	finding aids (or indexes)	electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction in other AFMAN 37-139 tables, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records		delete with related records, or when no longer needed, whichever is later. AUTH: GRS20,ITEM9
16	special purpose programs (See Note 7)	application software necessary solely to use or maintain a master file or data base authorized for disposal in other AFMAN 37-139 tables, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives		delete when related master file or data base is deleted. AUTH: GRS20,ITEM10
17	documentation	data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file or data base that is authorized for disposal in other AFMAN 37-139 tables, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the National Archives		destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base. AUTH: GRS20,ITEM11
18	word processing files	records such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes, when used to produce hard copy which is maintained in organized files		delete when no longer needed to create a hard copy. AUTH: GRS23,ITEM2A
19		above rule 18 records, when maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction in other AFMAN 37-139 tables		delete after the expiration of the retention period authorized for the hard copy in other AFM 37- 139 tables. AUTH: GRS23,ITEM2B
20	administrative data bases	data bases that support administrative or housekeeping functions, containing		delete information in the data base when no

TABLE 37-18**Continued. (SEE NOTES 1 AND 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		information derived from hard copy records authorized for destruction by other AFMAN 37-139 tables, if the hard copy records are maintained in organized files		longer needed. AUTH: GRS23,ITEM3
21	electronic spreadsheets	spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes, when used to produce hard copy which is maintained in organized files		delete when no longer needed to update or produce hard copy. AUTH: GRS23,ITEM4A
22		spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes, when maintained only in electronic form		delete after the expiration of the retention period authorized for the hard copy in other AFMAN 37-139 tables. AUTH: GRS23,ITEM4B
23		above rule 22 records, if the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion		delete after the longest records retention period has expired. AUTH: GRS23,ITEM4B

NOTE(S):

1. Also see table 33-14.
2. The terms "destroy" and "delete" in column D mean to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will be destroyed when it is unserviceable or not reusable due to security requirements.
3. Excluded are cartographic, aerial photographic, architectural, and engineering records; research and development records; and visual information records.
4. Excluded are official personnel folders, employee medical folders, statistical summaries and related records pertaining to employee health at the reporting unit, equal employment opportunity employment statistics files, administrative payroll report files, telecommunications operational files, and top secret accounting and control files.
5. Excluded are data files created as disclosure-free files to allow public access to the data; or created from a master file or data base that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer accessible; all such records retained until their disposition is approved.
6. Excluded are extracts produced as disclosure-free files to allow public access to the data; or produced from a master file or data base that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer accessible; or produced by an extraction process which changes the informational content of the source master file or data base; all such records retained until their disposition is approved.
7. Registered or unregistered programming disks are used to initially load the program into your computer, such as WordStar, Enable, RIMS, etc., and contain no data or files. When the program is updated, or determined that it is no longer needed, contact Small Computer Technical Center (SCTC) personnel for disposition procedures for the programming disks IAW Defense Automation Resources Management Manual, DOD 7950.1-M.

TABLE 37-19**RECORDS MANAGEMENT PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	records management planning	records pertaining to development, establishment, supplementation, and issuance of records management policies and procedures governing conduct of AF- and command-wide records management program (see AFI 37-122)		destroy when 6 years old or when no longer needed, whichever is later (See Notes 2 and 7). AUTH: N1-AFU-90-3
2	files maintenance and disposition	Files Maintenance and Disposition Plan, Files Disposition Control Label and related records		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2.01		electronic files of files maintenance and disposition plans and disposition control labels		erase when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3
3	retirement, transfer, or shipment of records (SF 135, SF 258)	forms and related correspondence used to retire, transfer or ship records (See Note 4)	at offices of initiators below HQ USAF for records placed in staging areas	destroy when no longer needed (See Note 5). AUTH: N1-AFU-90-3
4			at office of record manager (RM) for records placed in staging areas	destroy when all records listed have been retired or destroyed (See Note 5). AUTH: N1-AFU-90-3
5			at RMs, command records managers (CRM) and other offices for records retired to records centers	destroy when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later (See Note 5). AUTH: N1-AFU-90-3
6			at RM, CRM, and other offices for records transferred between AF activities and between AF activities and other agencies	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
7		electronic files of forms or related records used to retire, transfer or ship records		erase when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Air Force Material for publication in the Federal Register	records relating to the preparation, coordination, and submission of reports; regulations having a direct impact on the public; Air Force documents having a general applicability and legal effect; documents that must be published by an Act of Congress; descriptions of departmental and field organizations; procedures used by the Air Force to conduct its business with the public; notices of hearings and advisory committee meetings	at SAF/AAIQ	destroy after 7 years (See Note 1) AUTH: N1-AFU-87-25
8.01			at originating offices	they become background material to the related publications (see table 37-7) or are incorporated and disposed of with the records to which they pertain. AUTH: N1- AFU-87-25
9	records disposition recommendations	recommendations for new or revised disposition instructions for AF records	at SAF/AAIQ	destroy when related records are destroyed, or transferred to National Archives, or when no longer needed for administration or reference purposes. AUTH: N1-AFU-90-3
10			at records management offices reporting directly to SAF/AAIQ	destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFMAN 37-139; 1 year after disapproval; or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10.01			at activities other than rules 9 and 10	destroy 1 year after disposition instructions are published; 1 year after specific instructions are

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				received if not published in AFMAN 37-139; or 1 year after disapproval. AUTH: N1-AFU-90-3
11	records management reports	annual or other reports of records holdings and disposition including the report of classified records retention and disposition	at SAF/AAIQ	destroy after 3 years, or when no longer needed for reference or analysis, whichever is later (See Note 7). AUTH: N1-AFU-90-3
12			at MAJCOMs and below	destroy when 2 years old, or when no longer needed, but not later than 6 years. (See Note 7) AUTH: N1-AFU- 90-3
13	(RESERVED)			(RESERVED)
14	document imaging systems (approved)	records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)	at SAF records management office	destroy 6 years after formal system cancellation or completion. AUTH: N1-AFU-90-3
15			at records management offices below HQ USAF and at implementing offices	destroy when system is cancelled or completed. AUTH: N1-AFU-90-3
16			at SAF and MAJCOM records management offices	destroy 6 years after disapproval. AUTH: N1-AFU-90-3
16.01	document imaging systems (disapproved)		at originating offices	destroy 2 years after disapproval. AUTH: N1-AFU-90-3
17	other records management operations	records related to requests for filing equipment, presentation of training courses, and other records management operations not covered elsewhere	at records management offices and FARMS	destroy when no longer needed (See Note 7). AUTH: N1-AFU-90-3
18	Microform Production Facilities	requests for approval with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of Microform Service Centers. AUTH: GRS16,ITEM10
19			at implementing levels at other than approved	destroy on inactivation of Microform Service

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			offices	Centers. AUTH: GRS16,ITEM10
20	(RESERVED)			(RESERVED)
21	document image inspections	log documenting inspection of imaged records (such as, microforms and optical disks), as required by Federal law, including description of the record tested, record category date, elements of inspection, results, and action taken to correct defects		destroy 3 years after date of last entry. AUTH: GRS16,ITEM10a
22	document image inspection reports	reports made to the National Archives and Records Administration on the results of document image inspections, as required by Federal law, and related correspondence		destroy when 3 years old. AUTH: GRS16,ITEM10b
23	Freedom of Information Act (FOIA) Program	correspondence relating to administering the FOIA		destroy after 2 years or when no longer needed for administrative use, whichever is sooner. AUTH: N1-AFU-90-3
24		correspondence responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, to requests which are referred to another agency for action, and to requests for which no records were found		destroy after 2 years. AUTH: N1-AFU-90-3
24.01		official file copy of requested records or those under appeal		dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later. AUTH: N1- AFU-90-3
25		(RESERVED)		(RESERVED)
26		denials of access to all or parts of records requested.	not appealed.	destroy after 6 years. AUTH: N1-AFU-90-3
27			appealed	destroy 6 years after final determination by the Secretary of the Air Force, or 3 years after final adjudication by courts, whichever is later. AUTH: N1- AFU-90-3
27.01		(RESERVED)		(RESERVED)
28		files maintained for control purposes,	at FOI managers'	destroy 6 years after

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		including registers and similar records listing date, nature of request and name and address of requester	offices	date of last entry on register or on other files; 6 years after final action by the Air Force or after final adjudication by the courts, whichever is later. AUTH: N1-AFU-90-3
29		annual report to the Congress	at SAF/AAIQ	retire as permanent (See Note 8). AUTH: NC1-AFU-81-63 (GRS 14/19a)
30		(RESERVED)		(RESERVED)
31		other reports		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
32		receipts for monies, cash collection sheets, and related accountable records	at FOI managers' offices	see table 65-1 and note 3 below. AUTH: N1-AFU-90-3
33		legal opinions		see table 51-1. AUTH: N1-AFU-90-3
34	engineering data service/support centers (EDSCs) on non-AFMC bases (See Note 6)	records pertaining to development, establishment, supplementation, and issuance of management policies and procedures governing EDSCs or other comparable systems	at HQ USAF/MAJCOMs/FO As/DRUs records management offices	destroy 6 years after system cancellation (See Note 7). AUTH: N1-AFU-90-3
35		requests for establishment, supporting records and approval/disapproval correspondence	at approving offices	destroy 1 year after termination of system. AUTH: N1-AFU-90-3
36			at implementing offices	destroy upon termination of system. AUTH: N1-AFU-90-3
37			disapproved at HQ USAF/MAJCOMs/FO As/DRUs records management offices	destroy 6 years after disapproval or on inactivation, whichever is sooner (See Note 7). AUTH: N1-AFU-90-3
38			disapproved at originating offices	destroy after 1 year. AUTH: N1-AFU-90-3
39	engineering data and drawings	reference copies of data maintained to service requesters	at EDSCs	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see table 23-15, rule 5). AUTH: N1-AFU-90-3

NOTE(S):

1. If litigation is involved, destroy after the 7-year retention period or after the law case is closed, whichever is later.
2. If the records result in the issuance of a publication, it is handled according to table 37-7.
3. When small volume makes it more practical, file and dispose of with records in rules 24, 26 and 27.
4. See NOTE in AFI 37-138, paragraph 6.5 for procedure when the SF 135 is used as a receipt for classified records.
5. Forward to the next higher records management office on inactivation.
6. Records created as a result of prescribing directives for EDSCs on non-AFMC bases, will be disposed of per this table. Records created as a result of AFI 21-401 prescribing directive for EDSCs located on AFMC bases will be disposed of per 23-series tables.
7. Retirement to federal records centers is not authorized.
8. Records will be transferred to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., 1970-74 records to be transferred in 1990).

TABLE 37-20**PRIVACY ACT PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Privacy Act general administrative files	records relating to the general administration of the Privacy Act of 1974, the AFI 37-132 and AFDIR 37- 144 which are functional guidance, clarification and operating determinations not covered elsewhere in this table		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	Privacy Act case files	requests from and replies to individuals on whether a system of records contains a record pertaining to them which are not concurrently processed as requests for access or amendment of records (excluding the official file copy of the record requested)		
3		requests from and replies to individuals for access to or amendment of records pertaining to themselves and which are processed under the Privacy Act (AFI 37-132) and include approvals, denials, appeals, statement of disagreements, summaries or statements of AF reasons for not amending records, and all actions from initial request through final appeal (excluding the official file copy of the record requested)	for requests totally granted	destroy 2 years after date of reply. AUTH: N1-AFU-90-3
4			for requests totally or partially denied and not appealed	destroy 5 years after date of reply. AUTH: N1-AFU-90-3

TABLE 37-20

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			for requests totally or partially denied and are appealed, exclusive of records in rule 6	destroy 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later. AUTH: N1-AFU-90-3
6			statements of disagreement and AF justifications for refusal to amend a record which are filed with the subject individual's record, or maintained so as to permit ready retrieval and referral whenever the disputed record is disclosed	disposition is the same as the individual's record, or 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later. AUTH: N1-AFU-90-3
7	accounting of disclosures	records used for maintaining an accurate accounting of the date, nature and purpose of each disclosure of a record from a system of records to any person or another agency as required by AFI 37-132, and which show the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable; either filed in or maintained separately from the records to which they pertain		hold for the life of the disclosed record or destroy 5 years after the date of disclosure, whichever is later (See Notes 1, 3). AUTH: N1-AFU-90-3
8	reports of systems of records	records relating to preparation, coordination and submission of notices of systems of records for publication in the Federal Register, including reports of new or changed systems, public or government agency comments and responses, published systems notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records	at SAF/AAIQ, Privacy Act offices, and offices of systems managers	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: GRS14,ITEM26
9	official file copy of requested record			dispose of in accordance with

TABLE 37-20

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				disposition instruction for the related record, or with Privacy Act request, whichever is later. AUTH: N1- AFU-90-3
10	(RESERVED)			(RESERVED)
11	Privacy Act reports	Privacy Act Program annual reports	at SAF/AAIQ	retire as permanent (See Note 4). AUTH: GRS 14/29a
12		feeder reports and inputs	at HQ USAF, MAJCOM and base Privacy Act offices and offices of systems managers	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	receipts for monies	receipts, cash collection sheets and related data maintained by offices collecting fees for copies of records		see table 177-17 (See Note 2 below). AUTH: N1-AFU-90-3
14	legal opinions	opinions establishing precedent or based on precedent opinions		see table 51-1. AUTH: N1-AFU-90-3

NOTE(S):

1. Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this regulation.
2. Small volumes of money receipts may be filed and disposed of with documentation in rules 3, 4 or 5, as applicable.
3. Action correspondence for disclosure or the AF Form 771, Accounting of Disclosures, or both, that are used to input data into the Privacy Act Tracking System (PATS) may be destroyed after 1 year or when no longer needed, whichever is sooner. PATS serves as the accounting of disclosure of record in these cases.
4. Transfer to the National Archives when 15 years old.

38. Manpower and Organization. These tables cover records relating to management engineering, productivity, manpower authorizations, peacetime programs, and committee and board proceedings.

TABLE 38-1**MANAGEMENT ENGINEERING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	productivity enhancement studies (includes management advisory studies) (See Note 1)	associated feasibility studies, study proposals, requests, and memoranda with related records	approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET)	destroy 3 years after implementation action is taken on the final study report. AUTH: N1-AFU-90-3
1.01			approved proposals/requests later rejected, held at AFMEA, MAJCOMs or CMET	destroy 2 years after rejection of report. AUTH: N1-AFU-90-3
2			disapproved proposals/requests held at AFMEA, MAJCOMs or CMET	destroy 1 year after disapproval action. AUTH: N1-AFU-90-3
3		study plans and reports with related records for submission of management advisory study reports	approved for implementation, held at AFMEA, MAJCOMs or CMET	destroy 3 years after implementation of the study recommendations. AUTH: N1-AFU-90-3
4			rejected by the approving authority, held at AFMEA, MAJCOMs or CMET	destroy 2 years after study rejection. AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6				
7		study indexes	at AFMEA and MAJCOMs	destroy when superseded. AUTH: N1-AFU-90-3
8 thru 12	(RESERVED)			(RESERVED)
13	manpower standards studies (See Note 1)	associated feasibility studies, memoranda, and measurement plan (MEAS-PLAN) with related records	for AF standards at Functional Management Engineering Team (FMET) or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply. AUTH: N1-AFU-90-3
14			(RESERVED)	(RESERVED)

TABLE 38-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15			for command standards at command lead teams	destroy 1 year after verification that standards are superseded, obsolete, or upon inactivation of activity to which standards apply. AUTH: N1-AFU-90-3
16			for AF standards at MAJCOMs, FOAs, and input teams	destroy after publication of the manpower standard. AUTH: N1-AFU-90-3
17			for command standards at MAJCOMs, FOAs, and input teams	
18		measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP, including standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments	for AF standards at FMET or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3
19			(RESERVED)	(RESERVED)
20			for command standards at command lead team	destroy 1 year after verification that standards are superseded, obsolete, or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3
21			for AF and command standards at MAJCOMs or participating input teams	
22			final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports	
23			(RESERVED)	(RESERVED)

TABLE 38-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
24			for command standards developed by a command lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3
25		computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analysis products	for AF standards at FMET or designated lead team	destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer. AUTH: N1-AFU-90-3
26			(RESERVED)	(RESERVED)
27			for command standards developed by command lead team	destroy 1 year after implementation of standards or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer. AUTH: N1-AFU-90-3
27.01		computer entries of rules 22, 24, 25 and 27 computerized output products	at AF Design and Service Center and MAJCOMs/bases data automation offices	destroy (cancel) in accordance with rules 22, 24, 25 and 27. AUTH: N1-AFU-90-3
28		standards maintenance records including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate, for AF and command standards		destroy on the same basis as the original FIN-REP to which they pertain. AUTH: N1-AFU-90-3
29		documented manpower guides defining manpower allowances with supporting records	at the preparing activity	destroy 1 year after guide is superseded or obsolete. AUTH: N1-AFU-90-3
30			at the using activity	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
31		disapproved manpower standard studies coordinated through the FMET or AFMEA study staffing process		destroy 2 years after disapproval as a standard or, if it is

TABLE 38-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply. AUTH: N1-AFU-90-3
32		existing reports and supporting records for standard studies that have been cancelled during development for AF or command standards		destroy 2 years after cancellation. AUTH: N1-AFU-90-3
33	Air Force Manpower Standards (AFMS)	record set of each publication, which includes a printed copy of each issuance; edited manuscript; record showing signature of approving authority; record showing latest review by approving authority and related background, such as records relating to developing, coordinating, and issuing each publication	at issuing activity	retire as permanent (See Note 2). AUTH: NC1-AFU-78-52 & NC1-AFU-84-13
34			at preparing activities	destroy 1 year after AFMS is superseded, obsolete or rescinded (See Note 1). AUTH: N1-AFU-90-3
35	management engineering program status and schedule report (RCS: HAF-PRM(Q)(7121) (See Note 1)	AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule	at MAJCOMs and FOAs	destroy 3 years after date of report. AUTH: N1-AFU-90-3
36			at AFMEA	destroy when no longer needed. AUTH: N1-AFU-90-3
37	Air Force MEP master schedule (See Note 1)	schedule with related records	at MAJCOMs and FOAs	destroy 1 year after supersession or when no longer needed. AUTH: N1-AFU-90-3
38			at AFMEA or using activity	destroy when superseded. AUTH: N1-AFU-90-3

NOTE(S):

1. These records are not authorized for retirement to federal records centers.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 38-2

PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 thru 6	(RESERVED)			(RESERVED)
7	productivity enhancing capital investments	individual requests, summary records, status reports, and general correspondence for Fast Payback Capital Investment (FASCAP), Component Sponsored Investment Program (CSIP), and OSD Productivity Investment Fund (PIF) projects	approved requests at MAJCOMs/FOAs	destroy 2 years after close of FY in which approved project was amortized. AUTH: N1- AFU-90-3
8			approved requests at HQ USAF and HQ AFMEA	destroy 3 years after close of FY in which approved project was amortized. AUTH: N1- AFU-90-3
9			approved requests below MAJCOMs/FOAs	destroy 1 year after close of FY in which approved project was amortized. AUTH: N1- AFU-90-3
10			disapproved requests	destroy 1 year after close of FY in which request was disapproved. AUTH: N1-AFU-90-3
11	productivity enhancement	projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life		destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 38-3

MANPOWER AND ORGANIZATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	manpower authorization	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	as of the last day of each calendar month, at HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3
2			as of the last day of each calendar month, at MAJCOMs	destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 38-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			as of the last day of each fiscal quarter, at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
4			as of the last day of each fiscal quarter, at MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3
5			as of the last day of each FY, at HQ USAF	retire as permanent (See Note 3). AUTH: NC1-AFU-80-8
6			as of the last day of each FY, at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
7		computer magnetic tapes or card decks containing data extracted from the manpower authorization file		destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
7.01		computer magnetic tapes or card decks containing manpower authorization data that are used as interface between data systems		
8		(RESERVED)		(RESERVED)
9				
10				
11		machine listing of data derived from the manpower authorization file		destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
12		machine listings such as tables, registers and indexes which reflect the posture of manpower subsystem files at the completion of an update cycle		destroy after 1 month or when no longer needed. AUTH: N1- AFU-90-3
13		machine listings such as error lists and change lists which provide selective information during an update cycle		destroy on completion of the update cycle or when no longer needed. AUTH: N1-AFU-90-3
14		machine listings containing selected data obtained through inquiry against the various manpower files		destroy when no longer needed. AUTH: N1- AFU-90-3
14.01	(RESERVED)			(RESERVED)
14.02	resource control	computer magnetic tapes reflecting the status of manpower allocations for all fiscal periods in the current manpower program	as of the last day of each calendar month at MAJCOMs	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	manpower change requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval	approved requests at HQ USAF	destroy 5 years after approval. AUTH: N1- AFU-90-3

TABLE 38-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		statements		
16			disapproved requests at HQ USAF	destroy 3 years after disapproval. AUTH: N1-AFU-90-3
17			approved/disapproved requests at MAJCOMs	destroy 2 years after implementation or disapproval. AUTH: N1-AFU-90-3
18			approved/disapproved requests below MAJCOMs	destroy 1 year after implementation or disapproval. AUTH: N1-AFU-90-3
18.01			information copies maintained for monitoring purposes	destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3
19		forms which are used solely as keypunch creation sheets		destroy after completion of update cycle or when no longer needed. AUTH: N1- AFU-90-3
20	deferred manpower requirements	listings/correspondence reflecting manpower requirements which have been validated but not allocated because of nonavailability of resources		destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
21	USAF organization	USAF Command Organization Chart Book	at HQ USAF	retire as permanent (See Note 1). AUTH: NC1-AFU-80-8
22		DAF directives such as DAF/PRM letters directing organizational actions	at issuing activities	
23	USAF manpower programming	manpower programming data in support of USAF force structure, including program change requests, force and financial plan, 5-year defense plan	at HQ USAF	
24	commercial activity (CA) inventory reporting data system	magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
25			at MAJCOMs/FOAs/DR Us	destroy after 2 years. AUTH: N1-AFU-90-3
25.01		punch cards used for developing magnetic tape containing CA annual inventory report data	at MAJCOMs/FOAs/DR Us and bases	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
26	manpower standards application and reapplication	annotated machine listings, standards application work sheets, coordination records, workload collection worksheets, and workload verification	at MAJCOMs/FOAs and management engineering teams (METs)	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 38-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		records/correspondence		
27	commercial activities cost comparison studies	performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	at MAJCOMs and MET performing cost study	destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
28	(RESERVED)			(RESERVED)
29	commercial activity program records	machine listings of data derived from the CA inventory reporting data system	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
30			at MAJCOMs/FOAs/DR Us and bases	destroy after 5 years. AUTH: N1-AFU-90-3
30.01		background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence		destroy after 2 years AUTH: N1-AFU-90-3
30.02		CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
30.03			at MAJCOMs/FOAs/DR Us and bases	destroy when superseded. AUTH: N1-AFU-90-3
31	USAF organization tables (OTs)	tables of manpower requirements for AF Reserve and Air National Guard units, reflecting data in terms of functions, grades, AFSCs and numbers required to support various levels of workload and/or authorized equipment	at HQ USAF	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
32			below HQ USAF	destroy when superseded. AUTH: N1-AFU-90-3
33	civilian position essentiality statements	statements prepared annually for all civilian positions and individually for vacated positions before they may be filled	at HQ USAF	destroy after 3 years. AUTH: N1-AFU-90-3
34			below HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.
2. Transfer to the National Archives when 25 years old. USAF Organizational Tables are no longer created. Less than one cubic foot is stored in the WNRC.
3. Transfer to the National Archives as soon as possible after creation.

TABLE 38-4

PEACETIME PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	USAF "P" series records	records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP	at HQ USAF	retire as permanent (See Note). AUTH: N11-AFU-86-66
2			at MAJCOMs	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3			(RESERVED)	(RESERVED)
4		background, source and feeder material	at HQ USAF	destroy when related record is superseded or no longer needed. AUTH: N1-AFU-90-3
5			retained copies of MAJCOM submissions including forms pertaining to the recommended flying- hour program	destroy after 2 years or when obsolete, whichever is later. AUTH: N1-AFU-90-3
6	command program records	records equivalent to the USAF "P" series (EXCEPTION: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. AUTH: N1-AFU-86-66
7			at major subordinate commands and below	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8		background, source and feeder materials (EXCEPTION: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. AUTH: N1-AFU-86-66
9			retained copies of command staff element activity submissions with related correspondence	destroy when related plans are superseded or obsolete. AUTH: N1- AFU-90-3
10			retained copies of major subordinate command submissions including forms pertaining to the recommended flying- hour program	destroy 2 years after close of the FY to which they relate. AUTH: N1-AFU-90-3

TABLE 38-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11			retained copies of submissions made to major subordinate commands	destroy on receipt and review of the related command program record for accuracy. AUTH: N1-AFU-90-3
11.01	(RESERVED)			(RESERVED)
11.02	command control and communications program (C3P)	background, source and feeder material	at MAJCOMs	destroy after 5 years, or when no longer needed for ongoing decision processes, whichever is later. AUTH: N1- AFU-90-3
12	program action directives, programming plans, and planning documents	plans, programs, directives, orders written for peacetime implementation, background, source, supplements and related data		destroy 2 years after the date all actions were completed. AUTH: N1-AFU-86-66
12.01	(RESERVED)			(RESERVED)
13	USAF organizational records	DAF directives which direct organizational actions, HQ USAF/PRP DAF movement directives for the movement of AF units, including DAF movement directives issued by overseas commands that effect payment for travel and relocation of people and units, and background to records described in rule 15	at issuing activities	retire as permanent (See Note). AUTH: NC1-AFU-80-8
14			at other than issuing activities	destroy 1 year after action is completed (EXCEPTION: when used as background to record sets of orders, see table 37-13). AUTH: N1-AFU-90-3
15		requests for action and justification thereof, studies, movement directives, requests for orders, and other related records		
16	resource category programs	program records, such as Consolidated Cryptologic Program (CCP), Tactical logic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC), COMSEC Equipment Program (CEP) and related records Cryptologic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC),	at HQ AFIC	destroy after 8 years. AUTH: N1-AFU-86-66

TABLE 38-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		COMSEC Equipment Program (CEP), and related records		
17			at other MAJCOMs and below	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-66
18	force and financial program (F&FP)	record sets of program documents as input to the DOD Planning, Programming, and Budget System (PPBS) and Five Year Defense Program (FYDP), including Program Objective Memorandum (POM), Joint Program Assessment Memorandum (JPAM), Budget Estimate Submission (BES), other program records prescribed by AFI 16-501 and DODI 7045.7, and essential background data	at HQ USAF Office of Primary Responsibility (OPR) for each document	retire as permanent (See Note). AUTH: N1-AFU-86-66
19			at other HQ USAF staff offices	destroy after 8 years. AUTH: N1-AFU-86-66
20			at MAJCOMs, FOAs and DRUs	
21			at subordinate commands below MAJCOM level	destroy when superseded or no longer needed. AUTH: N1- AFU-86-66

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 38-5**COMMITTEE AND BOARD RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF committees (See Note 1)	case files of each approved AF committee, including but not limited to directive or charter establishing the committee; resume of major points of interest concerning committee hearings and its general operations; terminating directive and final committee report and findings; including minutes of meetings and other papers relating to the establishment, revision or termination of individual studies or projects	recorders' records	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8

TABLE 38-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2			members' records, not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
3	advisory committees (See Note 1)	case files of each approved advisory committee, including but not limited to Secretarial approval, charter, listing of members and all changes, waivers in committee rules, agenda, verbatim transcripts or notes of meetings, studies, analyses, reports or other data, compilations or working papers made available to or prepared by or for any such advisory committee, and any other data required by AFR 11-36	recorders' records	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
4			members' records not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
5	sound recordings	sound recordings of minutes of meetings of boards/committees	transcribed to paper records	destroy when transcribed (degauss and reuse magnetic tapes). AUTH: N1-AFU-90-3
6			not transcribed to paper records	see rules 1 thru 4, as applicable. AUTH: N1-AFU-90-3
7	administrative support records	records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations	chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
8	committee management officers' control files	monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees	for AF committees	destroy 2 years after termination of the committee. AUTH: GRS16,ITEM8A
9			for advisory committees	destroy when obsolete, no longer needed or on inactivation of

TABLE 38-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				committee. AUTH: N1-AFU-90-3
10	reports of existing committees	annual reports of AF and advisory committees in existence, submitted according to AFR 11-36	accumulated by HQ USAF Committee Management Officer	retire as permanent one copy of each inventory (See Note 2). AUTH: NC1-AFU-80-8
11			accumulated below HQ USAF level	destroy after 2 years. AUTH: N1-AFU-90-3
12			supporting feeder reports	destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE(S):

1. Committees and advisory committees are defined and explained in AFR 11-36.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 38-6**USAF RESEARCH AND EVALUATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Institutional Research Project Findings and Summaries	results of studies on class characteristics, selection and admissions, attrition, academics, athletics, leadership and military performance, awards, graduates, prep school, personal data record, candidate activity record, and other related information	at Directorate of Institutional Research	retire as permanent (notes 1 and 3). AUTH: NC1-461-85-1
1.01	(RESERVED)			(RESERVED)
2	Cadet Listings	computerized listings of candidate, cadet, prep school, and graduate information including class rosters, recruited athletes, minorities, prep school students, GRE scores, grades, orders of merit, summary of majors earned, honors lists, USAFA candidate evaluation, admission panel review sheet, candidate writing sample, and other related information	at Directorate of Institutional Research, Graduate Research, and Office of the Registrar	destroy when no longer needed. AUTH: NC1- 461-82-14
3	(RESERVED)			(RESERVED)
4	Education Research Data Base	selected computerized information from the Cadet Management Information System such as grades, physical and class characteristics, honor lists, awards, and similar data having research value	at Directorate of Institutional Research, and Graduate Research	retire as permanent (Note 2). AUTH: NC1- 461-85-1

NOTE(S):

1. Transfer to the National Archives in 5 year blocks when latest document is 25 years old.
2. Transfer a copy of the magnetic tape annually to the National Archives when the data is 5 years old.
3. Microfilm upon completion of study/project, or one year after graduation. Retain microfilm at USAF Academy.

40. Medical Command. These tables cover records pertaining to aspects of health and well-being, including use of animals for laboratory research and control of radioactive material.

TABLE 40-1**VETERINARY SERVICE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	research animal service	records used for laboratory research	at medical laboratories	destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 40-2**RADIOISOTOPE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	applications for By-product Material License and AFMC IM records of radioactive commodity management	approved applications and related records, such as correspondence, reports of survey and minutes of meetings		disposition pending. AUTH: Unscheduled
2		approved copies	at USAF Radioisotope Committee	destroy 5 years after expiration of license. AUTH: N1-AFU-90-3
3		disapproved copies		destroy upon receipt of the disapproved form. AUTH: N1-AFU-90-3
4	reports of incidents involving accidents, thefts and loss of radioisotopes or other licensed materials			disposition pending. AUTH: Unscheduled

TABLE 40-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	isotope accountability	records showing receipt, use and disposal of radioisotope material, indicating material on hand	at isotope clinics	when isotope inventory has reached zero balance (i.e., no radioactive material on hand) hold until inspected by US Nuclear Regulatory Agency; after inspection and certification by NRA, destroy records having zero balance. AUTH: N1-AFU-90-3
6	patient's records	dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets		destroy after 5 years, provided that original copy of report, i.e., SF 513 or equivalent, has been placed in the individual's medical record. AUTH: N1- AFU-90-3

41. Health Service. These tables cover records pertaining to professional activities of MTF's, professional credential reviews, physical examinations, aeromedical evacuation, medical logistics, medical equipment maintenance, medical records maintenance, pharmacy, medical service accounts, and hospital accreditation.

TABLE 41-1**MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical staff and committee meetings			see table 44-7. AUTH: N1-AFU-90-3
2	consultants employment records	correspondence and forms relating to requests, applications, authorizations, and approvals for hiring civilian medical consultants at hospitals		destroy 6 months after termination of employment. AUTH: N1-AFU-90-3
3	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals		hold for 50 years at training locations, then destroy. AUTH: N1- AFU-90-3

TABLE 41-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	report of professional activities of AF medical treatment facilities	reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period		destroy after 1 year. AUTH: N1-AFU-90-3
5	professional credentials review files of medical staff members and allied health care practitioners			see table 44-7. AUTH: N1-AFU-90-3

TABLE 41-2**PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	physical examination reports	copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service	not filed in Field Record Group or retained in reference file (see rule 1.1)	destroy after 1 year. AUTH: N1-AFU-90-3
1.01			retained in an active reference file by a certification or waiver authority	destroy when no longer needed. AUTH: N1-AFU-90-3
2	physical examination work sheets	worksheets used in preparing physical examination reports		destroy when information has been transcribed to record copies of Report of Medical Examination. AUTH: N1-AFU-90-3
3	medical board proceedings	records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group		destroy after 1 year. AUTH: N1-AFU-90-3
4	visual classification and qualification	copies of tests-with accompanying statistical reports-administered as part of the process of classifying individuals reporting for induction		

TABLE 41-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	visual standards for varied AF assignments	correspondence, reports, statistics, and literature on vision, refraction and similar items		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
6	applicants to a Service Academy/ROTC Scholarship Program/Uniformed Services University of Health Sciences (USUHS)	original hard copy of physical examination reports and other records of medical qualifications	at DOD Medical Examination Review Board (DODMERB) for medically qualified applicants	send to the appropriate Service Academy, ROTC Program or USUHS to which the applicant was accepted at end of current year cycle. AUTH: N1- AFU-90-3
6.01			at DODMERB for medically unqualified applicants	destroy at end of current year cycle. AUTH: N1-AFU-90-3
6.02			at examining facilities	destroy after 1 year. AUTH: N1-AFU-90-3
6.03		microfilm copies of rules 6 and 6.1 records	at DODMERB	destroy 5 years after end of current year cycle. AUTH: N1- AFU-90-3
6.04		machine listings relating to scheduling and management of physical examinations, such as daily transaction listings, error listings, scheduling actions, and all other related computer generated products	system working papers (not maintained in applicants individual file folder) at DODMERB	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
6.05		computer storage file of rule 6.4 records		destroy 2 years after end of current year cycle. AUTH: N1- AFU-90-3
7	physical examinations of local wage rate and domestic employees	physical examinations, x-rays and related documents		destroy on termination of individual's employment. AUTH: N1-AFU-90-3
8	medical examinations of foreign students	medical examination reports and related documents on foreign students eliminated for physical reasons from AF training		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 41-3

AEROMEDICAL EVACUATION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	patient air evacuation reports	daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system		destroy after 3 months. AUTH: N1-AFU-90-3
2	patient transfer records	Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another	originals	file as a part of the medical record accompanying the patient. AUTH: N1- AFU-90-3
3			for local use	destroy after patient has been transferred, or forms are no longer needed. AUTH: N1- AFU-90-3
4			basic tag	file as a permanent part of the individual's clinical record. AUTH: N1-AFU-90-3
5		Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab, and debarkation tab	duplicate copy	destroy on completion of local action. AUTH: N1-AFU-90-3
6				destroy after 1 year. AUTH: N1-AFU-90-3
7		Patient Evacuation Manifest or comparable forms and supporting records used to list patients delivered to the same offload terminal		destroy on delivery of baggage to the destination medical treatment facility. AUTH: N1-AFU-90-3
8		patient transfer recommendations and authorizations		destroy 3 months after transfer of patient. AUTH: N1-AFU-90-3
9		Patient Arrival Notices	at overseas commands	destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 41-4

MEDICAL LOGISTICS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical logistics system	stock record account data on magnetic cartridge and diskettes		destroy (overwrite) when all interfaces are processed and verified. AUTH: GRS20,ITEM4
2	medical materiel edit lists	records of transactions that were processed with invalid data as identified by specific error messages, such as the AFMLO catalog edit list, status edit list, mass issue validation list, and AFMLO load error list		destroy when no longer needed or on assurance of correct computer processing. AUTH: GRS20,ITEM4
3	medical materiel requirements list	mechanically prepared listings of potential requisitions		destroy 1 month after completion and verification of requisition actions. AUTH: GRS20,ITEM4
4	due-in/due-outs	records of all current due-in/due-outs and related status documents	due-in/due-out suspense list	destroy when all annotated actions are verified. AUTH: GRS20,ITEM4
5		records of items below safety level	requisition trouble list, part I	
6		records of items requiring follow-up	requisition trouble list, part II	
7		records of items exceeding average pipeline time in transit	requisition trouble list, part III	
8		list of local purchase items in purchase order number sequence	requisition trouble list, part IV	
9	medical materiel document register	mechanically prepared accountable registers prescribed in AFMs 67-1 and 167-230 that reflect specific property transactions	blocks I, II, III, IV, V, VI	destroy 1 year after close of FY to which they pertain. AUTH: GRS20,ITEM4
10	medical materiel transaction register		records of transactions and balances for a specific month	
11			controlled item register containing records of transactions and balances for substances controlled under the Comprehensive Drug Abuse Prevention and Control Act	

TABLE 41-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	medical materiel stock status report	mechanically prepared listings of item master records showing asset data, requirements data, consumption and inventory data	output from monthly processing	destroy when no longer needed. AUTH: GRS20,ITEM4
13			"as required" reports	
14	prime substitute relationships	mechanically prepared listings of prime to substitute item relationships and deletions		destroy when superseded. AUTH: GRS20,ITEM4
15	medical inventory stratification report	mechanically prepared listings of stratification of on hand and due-in assets		destroy after 1 year. AUTH: GRS20,ITEM4
16	reports of local purchase	mechanically prepared reports of issues of commercial items considered for stock listing		
17	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete. AUTH: GRS20,ITEM4
18	medical custodian receipt records	listings and custodian request/receipts that reflect authorized equipment in use for each custodian account	custodian copies	destroy when superseded. AUTH: GRS20,ITEM4
19			MEMO file copies	
20			suspense file copies	destroy when no longer needed. AUTH: GRS20,ITEM4
21	source documents	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DOD single line release/receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain valid document numbers	local purchase receiving records	see table 177-18, rule 7 (note). AUTH: GRS20,ITEM4
22			purchase orders, destruction documents and related records	
23		catalog change actions, due-in/due-out reconciliation, and other documents needed to support an entry or transaction on the document register		destroy after all actions are completed and verified. AUTH: GRS20,ITEM4
23.01	base closure or realignment	records and documentation of personal property left at closing bases to assist affected communities, e.g., Requisition and Invoice/Shipping Document (DD	at commands and/or base operating location site manager	destroy 2 years after final conveyance of personal property. AUTH: N1-AFU-94-11

TABLE 41-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Form 1149) and DOD Single Line Item Release/Receipt Document (DD Form 1348-1)		
24	excess reports	daily excess reconciliation, excess reported list, monthly excess reconciliation, and records of their status		destroy when superseded or after all excess actions are completed. AUTH: GRS20,ITEM4
25	dated item management	mechanically prepared listings of dated items requiring quality assurance review	dated item reconciliation list	destroy after all actions are completed and verified. AUTH: GRS20,ITEM4
26			nonrotatable dated item list, part I	
27			nonrotatable dated item list, part II	destroy when superseded. AUTH: GRS20,ITEM4
28	standard medical materiel inventories	manual forms associated with supply inventory used to record inventory balances		destroy 2 years after close of FY to which they pertain. AUTH: GRS20,ITEM4
29		physical inventory count list, physical inventory balance register, dated item inventory list, inventory accuracy analysis		
30		base inventory adjustment document and MEMO inventory adjustment document		
31	biennial inventory of controlled substances	mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by Drug Enforcement Agency as Schedule II, III, IV, or V controlled substances		
32	record maintenance	PUZ, SPZ, and BRR actions list, QA record catalog changes, MOV transaction list, and daily balance register		destroy after required action is completed and verified. AUTH: GRS20,ITEM4
33	interface with other standard mechanical systems	mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)	AUTODIN transaction list and local purchase interface list	destroy after interface is verified. AUTH: GRS20,ITEM4
34			finance transaction list	destroy 3 months after "as of" date. AUTH: GRS20,ITEM4
35	War Reserve Materiel (WRM) Management	mechanically prepared listings to assist in the management of WRM	QA receipt list, QA inspection list, QA record catalog	destroy after actions are completed and verified. AUTH: GRS20,ITEM4

TABLE 41-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			changes, WRM validation list, residue balance list, outshipment list, etc.	
36			procurement fund summary record, dated item budget requirement report, extended expiration date list	destroy when superseded. AUTH: GRS20,ITEM4
37		mechanically prepared listings of WRM projects and their levels	WRM stock status work list	destroy when no longer needed. AUTH: GRS20,ITEM4
38			WRM stock status report	destroy upon receipt of annually validated list. AUTH: GRS20,ITEM4
39		mechanically prepared listings of WRM projects showing overages and shortages	WRM readiness list	destroy when superseded or no longer needed. AUTH: GRS20,ITEM4
40	financial reports	base medical inventory management report, BSMO/BAFO financial reconciliation, MEMO/BAFO financial reconciliation, medical materiel management report, trial balance, operating statements, special reports, and other similar reports		destroy 1 year after close of FY to which they pertain. AUTH: GRS20,ITEM4
41		cost center master list, project fund management report, and cost center delete/error list		destroy when superseded. AUTH: GRS20,ITEM4
42	using activity (cost center) property	registers and files including custody receipts, property issue and turn-in records, and other records reflecting transactions during the month		destroy after 1 year. AUTH: GRS20,ITEM4
43		temporary issue receipts used as temporary custody receipts		destroy or return to individual on return of property. AUTH: GRS20,ITEM4
44	medical materiel systems trouble reports	forms and related correspondence, e.g. messages, Systems Change Release Document (AF Form 636), etc.		destroy after 1 year. AUTH: GRS20,ITEM4
45	medical equipment management reports	machine listings, supply support reports, and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.	reports of medical and nonmedical in-use equipment	destroy after 1 year, or when no longer needed, whichever is later. AUTH: GRS20,ITEM4
46			index number change	destroy when

TABLE 41-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			list, index number control list	superseded or no longer needed. AUTH: GRS20,ITEM4
47	custodian account files	individual files of personnel authorized to receipt for supplies and property, containing current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after being superseded or obsolete. AUTH: GRS20,ITEM4
48	medical equipment maintenance	work order registers		destroy after 1 year. AUTH: GRS20,ITEM4
49		mechanically prepared listings pertaining to scheduling of the work load		destroy when no longer needed. AUTH: GRS20,ITEM4
50		machine listings of bench stock balances and other listings used for spare parts management		destroy on receipt of new listings for a valid processing cycle. AUTH: GRS20,ITEM4
51		equipment historical maintenance files	for items not transferred	destroy on receipt of new report. AUTH: GRS20,ITEM4
52			for items transferred	destroy after 3 months. AUTH: GRS20,ITEM4
53		maintenance source list		destroy when superseded. AUTH: GRS20,ITEM4
54		mechanically prepared listings that reflect work accomplished against equipment requiring maintenance	scheduled	destroy 2 years after "as of" date. AUTH: GRS20,ITEM4
55			unscheduled	destroy when no longer have equipment. AUTH: GRS20,ITEM4
56	local recurring listings and reports		not covered elsewhere in this table	destroy when superseded or no longer needed. AUTH: GRS20,ITEM4

NOTE: Transfer to base records staging area 1 year after the close of the FY to which they pertain. Accounting and Finance then takes custody of these local purchase receiving records, considering them as financial records of the basis for disbursement of funds.

TABLE 41-5**MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	conductivity test records	forms recording testing required by National Fire Protection Association Standard 56A		destroy after 2 years. AUTH: N1-AFU-90-3
2	leakage current test records	leakage current measurements, general and leakage current measurements, EKG forms	applicable to equipment remaining in service	
3			applicable to equipment permanently removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3
4	defibrillator performance test	DC defibrillator inspection forms	applicable to equipment remaining in service	destroy after 2 years. AUTH: N1-AFU-90-3
5			applicable to equipment removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3
6	audiometer calibration records	sound pressure level test data	applicable to equipment remaining in service	destroy after subsequent calibration is completed. AUTH: N1-AFU-90-3
7			applicable to equipment permanently removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3

TABLE 41-6**MEDICAL FACILITY EQUIPMENT REPORTING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	transaction reject list	listings of errors detected during computer processing of records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records		destroy after assurance of correct computer processing or when no longer needed. AUTH: N1-AFU-90-3
2	transaction register	registers containing reports of all valid transactions input to a processing cycle		destroy on receipt and validation of a complete master list. AUTH: N1-AFU-90-3
3	tape control list	records showing creation date of last updated master, cost center and control file		destroy upon receipt and validation of next processing cycle. AUTH: N1-AFU-90-3

TABLE 41-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	cost center master list	records of all valid activities		destroy upon receipt of new list. AUTH: N1- AFU-90-3
5	equipment requirement worksheet	report of all durable supply and equipment items identified for use in the new facility		destroy upon receipt and validation of new list. AUTH: N1-AFU- 90-3
6	equipment purchase list	report of items requiring procurement action and/or provides status of items due-in		
7	dollar value recapitulation			
8	warehouse space required/in- use/available	report of the dollar value of all items required, due-in, in storage, in use, installed and short		
9	equipment installation requirement list	reports of all items requiring installation and/or some type of utility requirement		
10	master list	list of all master records		
11	budgetary list	report of all financial data by item, type item and fiscal year		

TABLE 41-7

MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical materiel management system (MMMS)	medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape		destroy (delete) when no longer needed. AUTH: N1-AFU-90-3
2	creation lists	initial listings received when activating MWRMQAS		destroy when no longer needed. AUTH: N1- AFU-90-3
3	tape control lists	records of current tapes		destroy upon validation of next listing. AUTH: N1-AFU-90-3
4	edit lists	records of invalid transactions as identified by error messages		destroy after corrections have been processed and verified, or when no longer needed, whichever is later. AUTH: N1- AFU-90-3

TABLE 41-7**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	inspection and alphabetical lists	records of location of assets and management data		destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3
6	transfer action lists	records of relocation actions		destroy when no longer needed. AUTH: N1- AFU-90-3
7	validation lists	records of differences between quantity on hand and inventory code		destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 41-8**GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical services staffing	reports reflecting staffing data, used for budget planning and to validate manpower requirements	at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
2			copies other than rule 1	destroy after 3 years. AUTH: N1-AFU-90-3
3	nonavailability statements	facility copy of Uniformed Services Medical Treatment Facility Nonavailability Statement (NAS) (DD Form 1251) or comparable forms and related records used to authorize civilian medical services for prescribed CHAMPUS beneficiaries	at medical facilities	destroy after 2 years. AUTH: N1-AFU-90-3
4	third party liability notice	records accumulated as a result of the reporting procedures to the staff judge advocate under the Medical Care Recovery Act (42 U.S.C. 2651-3)		destroy 1 year after reconciliation with base staff judge advocate's files. AUTH: N1-AFU- 90-3
5	medical facility inspection reports	reports of internal sanitary inspections of medical facilities-such as inspection of wards, quarters, messes and food, barber and beauty shops	reports of specific problems where correction of deficiencies awaits budgetary or work order action	destroy on completion of such action. AUTH: N1-AFU-90-3

TABLE 41-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			reports other than rule 5	destroy after 3 months. AUTH: N1-AFU-90-3
7	status reports of inactive and surplus hospitals	statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries		destroy after 5 years. AUTH: N1-AFU-90-3
8	medical checklist	medical investigator's checklist for casualties of aircraft accidents		destroy after 3 months. AUTH: N1-AFU-90-3
9	ambulance emergency requests	hospital alert information (aircraft/missile crash)		
10	affiliation agreements	affiliation agreements with civilian medical/training education institutions and related records for record/monitoring purposes		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
11	patient or clinical service questionnaires/surveys			see table 44-7. AUTH: N1-AFU-90-3
12	line of duty determination	first copy of AF Form 348	at medical facilities	see table 36-16, rule 8.1. AUTH: N1-AFU-90-3

TABLE 41-9**NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	very seriously ill reports	copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster, or other comparable reports	at registrar offices	destroy on disposition or death of patient. AUTH: N1-AFU-90-3
2	very seriously ill roster	Roster of Very Seriously Ill, or comparable rosters		destroy after 3 months. AUTH: N1-AFU-90-3
3	clearance sheets	checklist of clearance of personnel, indicating turn back of property, return of books to library, and comparable clearances	at hospitals	
4	leave requests	requests by patients for formal leave during hospitalization		destroy on return of patient. AUTH: N1-AFU-90-3
5	intervening illness statements	copies of reports submitted to justify, because of illness, noncompliance with assignment orders, orders to active duty, or other orders		destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 41-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	spectacle issue and receipt records for repeat refracture cases	cards or records indicating the diagnosis and type of spectacles prescribed, and recording the receipt for spectacles issued, including spectacle issue card and spectacle receipt		destroy after 3 years. AUTH: N1-AFU-90-3
7	(RESERVED)			(RESERVED)
8				
9				
10	AFSEC (Air Force Services for Exceptional Children) Program	AFSEC case files consisting of referrals, evaluations, counseling, and related records		destroy 2 years after closing date. AUTH: N1-AFU-90-3
11		reports required by HQ AFMOA/SGPS		destroy after 1 year. AUTH: N1-AFU-90-3
11.01	CHAMPUS (Civilian Health and Medical Program of the Uniformed Services)	CHAMPUS case files (copies)	in overseas areas serviced by AF approving authorities	destroy 5 years after end of FY to which they pertain. AUTH: N1-AFU-90-3
12	medical warning tag	request for issuance of tags	at embossing facilities	destroy after 1 year. AUTH: N1-AFU-90-3
13	hospital incidents or unusual occurrences			see table 44-7. AUTH: N1-AFU-90-3
14	medical, dental examination and immunization	physical, clinical, dental examination, and immunization rosters	action copies	destroy after 3 months. AUTH: N1-AFU-90-3
15			all copies other than rule 14	destroy when action copy, annotated by medical facility, is returned to MPF. AUTH: N1-AFU-90-3

TABLE 41-10**ADMINISTRATIVE PATIENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	register of patients	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	paper records (not microfilmed)	hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period. AUTH: N1-AFU-90-3
1.01			paper records (microfilmed)	retire paper to NPRC(MPR) after 1 year (or upon inactivation), wherein it is destroyed after 49 additional years (note). AUTH: N1-AFU-90-3
2	master index of patients	cards or computer entries used as a nominal index to patients admitted to a medical treatment facility, including related forms accumulated at Army hospitals before transfer to AF	paper records (not microfilmed)	destroy (delete entries) after 30 years, or when facility is deactivated or placed on standby status, whichever is sooner. AUTH: N1-AFU-90-27
2.01			paper records (microfilmed)	retire paper to NPRC(MPR) after 1 year (or upon inactivation), where it is destroyed after 29 additional years (note). AUTH: N1-AFU-90-3
3	locator cards for hospital patients	cards containing patient identification data (not to include master index of patients)	at information desk	destroy 3 months after disposition of patient. AUTH: N1-AFU-90-3
4			at other locations	destroy after 1 month or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5	admission and disposition	admission and disposition lists or similar consolidated reports of patient action-such as admissions, dispositions, interward transfers		destroy after 1 year. AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	occupational therapy treatment record	individual record used to identify each patient who receives occupational therapy		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 41-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	consent forms	individual authorizations for influenza immunizations	completed prior 1983	destroy after 5 years. AUTH: N1-AFU-90-3
8.01			completed in 1983 and later	file in the patient's Outpatient Record. AUTH: N1-AFU-90-3
9	emergency room control registers	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure		destroy after 2 years. AUTH: N1-AFU-88-34

NOTE: Hold microforms at medical facility and destroy per Table 37-14, Rule 15.

TABLE 41-11**INPATIENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	inpatient records (See Note 1)	inpatient records of US military personnel, including retired (except as provided in rules 5, 6, 8, 8.1, 8.2), AF cadets and OSI agents	without inpatient record libraries	retire to NPRC (MPR) 1 year after annual cutoff. AUTH: N1-AFU-90-3
2			with inpatient record libraries or at the special treatment center	retire to NPRC (MPR) 5 years after annual cutoff or on inactivation of inpatient record library or hospital (See Notes 2 and 3). AUTH: N1-AFU-90-3
3		inpatient records of nonmilitary personnel (except as provided in rules 5, 7, 8, 8.1, 8.2)	without inpatient record libraries	retire to NPRC (CPR) 1 year after annual cutoff. AUTH: N1-AFU-90-3
4			with inpatient record libraries or at the special treatment center	retire to NPRC (CPR) 5 years after annual cutoff or on inactivation of inpatient record library or hospital (See Notes 2 and 3). AUTH: N1-AFU-90-3
5		inpatient records of patients (military and nonmilitary) transferred to another military medical facility	with and without inpatient record libraries	forward as prescribed by appropriate medical guidance. AUTH: N1-AFU-90-3

TABLE 41-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		inpatient records of patients transferred to a Veterans Administration hospital	with and without inpatient record libraries	transfer (including X-rays) to the VA hospital with the patient (See Note 4). AUTH: N1-AFU-90-3
7		inpatient records of American Red Cross personnel	with and without inpatient record libraries	send to Medical Director, American Red Cross, Washington DC 20006, at end of each month. AUTH: N1-AFU-90-3
8		inpatient records of Coast Guard personnel, with or without inpatient record libraries	on active duty officers	1 year after cutoff, send to Commandant G-PO, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
8.01			on active duty enlisted personnel	1 year after cutoff, send to Commandant G-PE, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
8.02			on reserve officers/enlisted personnel	1 year after cutoff, send to Commandant G-RA, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
9		(RESERVED)		(RESERVED)
10				
11		inpatient records of Veterans Administration beneficiaries	without inpatient record libraries	retire to NPRC (MPR) 1 year after annual cutoff. AUTH: N1-AFU-90-3
12			with inpatient record libraries or at the special treatment center	retire as provided in rule 2. AUTH: N1-AFU-90-3
13		inpatient records of NATO military personnel and their dependents (1986 and later for dependents)	with and without inpatient record libraries	deliver original records (including X-ray film and medical examination reports) in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (see table 41-12, note 6). AUTH:

TABLE 41-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				N1-AFU-90-3
14		inpatient records of foreign national military personnel except NATO, non-military foreign nationals, their dependents, and dependents (prior 1986) of NATO military personnel	without inpatient record libraries	retire as provided in rule 3. AUTH: N1-AFU-90-3
15			with inpatient record libraries or at the special treatment center	retire as provided in rule 4. AUTH: N1-AFU-90-3
16	(RESERVED)			(RESERVED)
17	duplicate index of patients (nominal index)	(not required after 1990 inpatient records are retired)	with inpatient record libraries	retire with the inpatient records to which they pertain (See Note 2). AUTH: N1-AFU-90-3
18	registers of patients			see table 41-10, rule 1. AUTH: N1-AFU-90-3
19	field medical cards	US Field Medical Card or similar form used in field identification of casualties for further medical care	originals	file in patient's inpatient records. AUTH: N1-AFU-90-3
20			duplicates	destroy after it has served as a basis for preparation of patient's record and any required notification action. AUTH: N1-AFU-90-3
21	fetal monitor strips	(FMS created after 1 Jan 91 are retired in SSN terminal digit sequence)	without inpatient record libraries	retire to NPRC (CPR) 1 year after annual cutoff in register number sequence (notes 1 and 2). AUTH: N1-AFU-90-3
21.01			with inpatient record libraries	retire to NPRC (CPR) 5 years after annual cutoff in register number sequence (notes 1 and 2). AUTH: N1-AFU-90-3
22	fetal monitor locator cards	(not required after 1990 FMS are retired)	without inpatient record libraries	retire 1 year after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: N1-AFU-90-3
22.01			with inpatient record libraries	retire 5 years after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: N1-AFU-90-3

NOTE(S):

1. Inpatient records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries are verified. a. In hospitals without inpatient record libraries, arrange the inactive files alphabetically by patients' last names. Effective 1 January 1991, inactive files are maintained and retired in SSN terminal digit order. Records are grouped as follows: (1) US military, including retired and AF Academy cadets. (2) All others. Cutoff inactive file annually and establish a new file as of 1 January. b. In hospitals with inpatient record libraries, maintain inpatient records in register-number sequence. Beginning 1 January 1991, maintain records in SSN terminal digit order. c. Inpatient records pertaining to military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Inpatient records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by NARA Regional Federal Records Centers 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

2. This applies to inpatient record library hospitals only. a. Retire inpatient records of patients discharged prior to 1 January 1991 in register number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of inpatient records is accompanied by an alphabetical listing or 3X5 cards, in alphabetical sequence, which contain the patient's name (last, first, middle initial), register number, and SSN (or service number) as a minimum where applicable (see rule 17). Since inpatient records are retired in register number sequence, it is essential that the related nominal index file is retired for reference purposes in the first box of each accession at the records centers. b. Records of patients discharged on or after 1 January 1991 are retired in SSN terminal digit order. Since these records are filed in a discoverable manner, it is unnecessary to include an alphabetical listing with the shipment.

3. EXCEPTION: USAF Regional Medical Center Keesler, retire 4 years after annual cutoff.

4. If VA returns the inpatient record, file it under its register number and retire as provided in rules 1 and 2, this table. If the record pertains to a patient discharged on or after 1 January 1991, file it under the patient's SSN and retire as above.

TABLE 41-12**HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	health records of active duty military personnel (USAF cadets) (See Notes 1, 2, 7)	health record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)		maintain and forward as prescribed in AFI 36-2608, AFI 47-101, and appropriate medical guidance. AUTH: N1-AFU-90-3
1.01	health records of AF reserve personnel			maintain and forward as prescribed in AFI 36-2608 and appropriate medical guidance. AUTH: N1-AFU-90-3
1.02	health records			destroy immediately. AUTH: N1-AFU-87-26
2	medical health records for other than active duty military personnel (notes 1, 2, 3, 5)	medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records, hand-carried to other medical facilities	nonmilitary personnel (including family members of retired military personnel)	retire to NPRC (CPR) 2 years after year of last treatment (except as provided in rules 3, 6, 7, 7.1, 7.2, 8, 8.1, 9 and 9.1) (See Notes 5 and 9). AUTH: N1-AFU-90-3

TABLE 41-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			civilian employees	retire records of employees who are separated from the federal service to NPRC (CPR) in an Employee Medical Folder along with the Official Personnel Folder. AUTH: N1-AFU-90-3
4			retired AF general officers and AF personnel on temporary disability retired list (TDRL)	retire to HQ AFMPC/DPMDOM2B, Randolph AFB TX 78150, 3 years after year of last treatment. AUTH: N1-AFU-90-3
5			other retired military personnel	retire to NPRC (MPR) 2 years after year of last treatment (See Note 5). AUTH: N1-AFU-90-3
5.01			family members of retired military personnel	see rule 2. AUTH: N1-AFU-90-3
6			American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. AUTH: N1-AFU-90-3
7			on Coast Guard active duty officers	1 year after year of last treatment, send to Commandant G-PO, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
7.01			on Coast Guard active duty enlisted personnel	1 year after year of last treatment, send to Commandant G-PE, US Coast Guard, Wash DC 20593. AUTH: N1-AFU-90-3
7.02			on Coast Guard reserve officers/enlisted personnel	1 year after year of last treatment, send to Commandant G-RA, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3

TABLE 41-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			NATO military personnel and their family members (1986 and later for family members)	deliver original records in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (See Note 6). AUTH: N1-AFU-90-3
8.01			foreign national military personnel except NATO (1986 and later)	retire as provided in rule 2. AUTH: N1-AFU-90-3
9			Veterans Administration beneficiaries	retire to NPRC (MPR) 1 year after year of last treatment. AUTH: N1-AFU-90-3
9.01			USAFA cadets	after record is complete following cadet's departure from USAFA, send to Cadet Records, USAF Academy, for inclusion with the personnel records. AUTH: N1-AFU-90-3
9.02	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired outpatient records.		destroy immediately (notes 2 and 10). AUTH: N1-AFU-88-40
10	psychiatric treatment	detailed psychiatric notations of consultation, tests and treatment, maintained in the psychiatric clinic; including multi-diagnoses substance abuse cases (substance abuse and psychiatric treatment)	military personnel (active and retired)	retire to NPRC (MPR) 2 years after year of last treatment (See Notes 1 and 5). (Exception: All 1982-1983 drug case files will be maintained until 30 Sep 1999 IAW current guidance.) AUTH: N1-AFU-90-3
10.01			general officers (active and retired) and personnel on TDRL	retire as provided in rule 4. AUTH: N1-AFU-90-3
11			nonmilitary personnel	retire to NPRC (CPR) 2 years after year of last treatment (See Notes 1 and 5). AUTH: N1-AFU-90-3

TABLE 41-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			USAFA cadets- graduates	retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 45 years, then destroy. AUTH: N1-AFU-90-3
12.01			USAFA cadets- disenrollees	retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 20 years, then destroy. AUTH: N1-AFU-90-3
12.02	substance abuse	case files of single-diagnoses (substance abuse only)	at outpatient mental health clinics	destroy 3 years after completion of rehabilitation. (Exception: All 1982- 1983 drug case files will be maintained until 30 Sep 1999 IAW current guidance.) AUTH: N1-AFU-90-3
13	child/family advocacy	records dated prior to 1989	in mental health clinics	retire to NPRC (CPR) 2 years after year of last treatment (See Notes 1 and 5). AUTH: N1- AFU-88-44
14	family advocacy	Child/Spouse Abuse Incident Report (DD Form 2486)	at HQ AFMOA/SGPS and MAJCOMs	destroy after 5 years. AUTH: N1-AFU-88-44
14.01			at family advocacy offices	retire to NPRC (MPR) 2 years after year of last treatment (Notes 1 and 5). AUTH: N1-AFU- 88-44
14.02		Child and Spouse Abuse Report (DD Form 2404).	at HQ AFMOA/SGPS	destroy after 10 years. AUTH: N1-AFU-88-44
15	emergency room treatment	copies of SF 558 (medical record- emergency care and treatment)	at emergency rooms	destroy after 2 years (See Note 8). AUTH: N1-AFU-90-3
16	emergency room control register			see table 41-10, rule 9. AUTH: N1-AFU-90-3
17	substance abuse control statistics	reports on substance abuse program	at HQ USAF/SG	retire as permanent (See Note 11). AUTH: N1-AFU-90-3
17.01			at MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
17.02			below MAJCOM	destroy after 2 years. AUTH: N1-AFU-90-3

NOTE(S):

1. Outpatient, psychiatric treatment and child/family advocacy records for military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Civilian employees health records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. Individual Employee Health Case Files created prior to establishment of the Employee Medical Folder system that have been retired are destroyed 60 years after retirement to a Federal Records Center.
2. Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per rules 2, 3, 5, 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.
3. Receipts for outpatient/dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the outpatient records being retired for that year.
4. RESERVED.
5. Records of personnel assigned to the installation and eligible family members still in the area should be retained if they expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor should be retained when it is known that they still reside in the area and expect to receive care at the facility.
6. Before delivery of records to NATO and foreign national personnel, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ AFISA/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ AFOMS/SGSB for transmittal to parent country. If, for some reason, delivery of records is not possible, forward them to the parent country through the appropriate US Defense Attache Office listed in AFDIR 37-135, for unclassified material.
7. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit of assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.
8. The 2-year period may be determined by cutting off at the end of the 2-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the calendar year 1979 would be destroyed in January 1982; or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the 2-year cycle for that day.
9. Nonmilitary personnel includes such group as nonmilitary foreign nationals and family members, family members of foreign national military personnel, except NATO, and family members (prior 1986) of NATO military personnel.
10. NPRC may destroy clinic index cards when encountered.
11. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.

TABLE 41-13**MEDICAL, STATISTICAL, AND RELATED REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	report of patients	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	at HQ USAF and MAJCOMs	destroy after 3 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
2			below MAJCOMs	destroy after 2 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
2.01		monthly machine tabulations of data obtained from report of patients	at HQ AFMOA	destroy after 5 years. AUTH: N1-AFU-90-3
2.02		annual machine tabulations of data obtained from report of patients		destroy after 50 years if no longer needed (See Note 1). AUTH: N1-AFU-90-3
3	clinical record cover sheets	copies for statistical purposes	at MAJCOM Surgeon Generals	destroy after 6 months. AUTH: N1-AFU-90-3
3.01	clinical record code sheet			
4	clinical reference indexes of diagnoses, operations, and deaths	machine listings, supplemented by Clinical Reference Index cards	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
5			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
6	clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5))	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated. AUTH: N1-AFU-90-3
6.01			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated. AUTH: N1-AFU-90-3
6.02			at MAJCOMs	destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 41-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6.03			at HQ AFMOA	destroy after 3 years. AUTH: N1-AFU-90-3
6.04		annual machine tabulations of data obtained from the clinical record cover sheets (includes computer programming specifications, ADP-user life cycle records, and data element and coding manuals not published as AF manuals)		destroy after 50 years if no longer needed (See Note 1). AUTH: N1-AFU-90-3
7	health tables, charts, and statistical reports	data concerning disease rates, bed utilization, workload etc. for local programs		destroy when no longer needed. AUTH: N1-AFU-90-3
8	Medical Expense and Performance Reporting System (MEPRS)	computer data output including but not limited to: the Computation File (FIO28FOIU) and the Computation Result File (FIO36FOMU) from the Expense Assignment Subsystem (EAS); the ASDC Quarterly Tape (ALYE1T) from EAS Preprocessor Subsystem of ASDC; and the non-ASDC data entry records (ALYE1C)	at MAJCOMs	destroy 5 years after fiscal year cutoff. AUTH: N1-AFU-87-24
9		Medical Expense & Performance Report (MEPR), and other standard EAS reports	at HQ USAF	
10			at MAJCOMs and MTFs	destroy 2 years after fiscal year cutoff. AUTH: N1-AFU-87-24
11		MEPRS summary reports, local expense and performance reports, summary sheets, and other related data used to develop the MEPR and analyze the output	at MTFs	destroy 1 year after fiscal year cutoff. AUTH: N1-AFU-87-24
12		ASDC Quarterly Tape		

NOTE: Records retention beyond 50 years requires special authorization by SAF/AAIQ.

TABLE 41-14
PHARMACY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	prescription records	DD Form 1289, DOD Prescription; AF Form 781, Multiple Item Prescription	at pharmacies	destroy after 3 years. AUTH: N1-AFU-90-3
2	stock records	AF Form 582, Pharmacy Stock Record		destroy 3 years after last entry. AUTH: N1- AFU-90-3
3	controlled substances	AF Form 579, Controlled Substances Register		destroy 2 years after last entry on sheet. AUTH: N1-AFU-90-3
4	receipts, disbursements, and inventories of controlled drugs	receipts of issue from medical supply and bulk drug orders for narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs		destroy after 3 years. AUTH: N1-AFU-90-3
5	bulk orders of noncontrolled drugs			destroy after 1 year. AUTH: N1-AFU-90-3
6	inspection of drugs and biologicals	monthly reports of inspection of ward and clinic drug stocks		
7	bulk compounding	AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log		destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		AF Form 2381, Pharmacy Master Formula		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
9	inpatient dispensing records	medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10	reports, surveys and reviews	drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports		destroy when no longer needed. AUTH: N1- AFU-90-3
11	nonprescription records	over-the-counter handout medication requests		destroy after 6 months. AUTH: N1-AFU-90-2

TABLE 41-15**MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical service accounts	copies of cash collection vouchers or similar forms, used for medical resource management purposes	at medical treatment facilities	destroy after 2 years (EXCEPTION: see table 65-3). AUTH: N1-AFU-90-3
1.01		supporting receipts listed on cash collection vouchers		destroy 6 years and 3 months from date of account (See Note). AUTH: N1-AFU-90-3
2	patient's fund account books	ledgers, journals, and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping		destroy 2 years after the close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 65-3, destroy 1 year after evidence of clearance is secured). AUTH: N1- AFU-90-3
3	records of patients storing valuables	records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag, and any similar records		destroy 18 months after close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 65-3, destroy 1 year after evidence of clearance is secured). AUTH: N1- AFU-90-3
4	patient's property records	property slips, tags, receipts, and similar records which are a record of the receipt and return of patient's property, except funds and valuables		destroy 6 months after departure of patient. AUTH: N1-AFU-90-3
5	treatment of pay patients	Report of Treatment Furnished Pay Patients-Hospitalization Furnished (Part A) (DD Form 7), Report of Treatment Furnished Pay Patients- Outpatient Treatment Furnished (Part B) (DD Form 7a), reports of hospitalization and outpatient treatment of VA, Bureau of Employees Compensation beneficiaries, and similar reports		destroy 4 years after close of FY (see table 177-15). AUTH: N1- AFU-90-3

NOTE: These records must be readily available for audit.

TABLE 41-16

HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	certificates of accreditation	certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH)	at hospitals	return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation. AUTH: N1-AFU-90-3
2	accreditation survey reports and records	reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH, and related correspondence		destroy when no longer needed. AUTH: N1- AFU-90-3
3		copies of JCAH survey reports and related correspondence	at HQ USAF/SG	
4	accreditation references	Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements	at hospitals	destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status. AUTH: N1- AFU-90-3
5	American Hospital Association (AHA) membership	records pertaining to membership in AHA, survey reports, and related records		destroy after 5 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 41-17

USAFA MEDICAL SERVICE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Injury/ Illness Report	forms documenting cadet's duty limitations, restrictions or excusals resulting from medical treatment or examination	at the Cadet Clinic	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1- 461-82-10
2	Vision Survey	forms recording information on refractions for cadets	at Optometry Clinic	destroy when superseded, obsolete, or no longer needed. AUTH: NC1-461-82-10

44. Medical. These tables cover records pertaining to medical professional services, including medical education and research, laboratory service, radiology examinations, special diagnostics, tumor registry, drug abuse testing, nutritional medical service, and medical quality assurance.

TABLE 44-1**MEDICAL EDUCATION AND RESEARCH**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical research and experimental case files	records of work in process or completed, and individual participation records		disposition pending. AUTH: Unscheduled
2	professional papers	reports of experimental studies or research carried out at hospitals		retain at medical facility for 5 years; retire as permanent to WNRC. AUTH: N1-AFU-90-3
3	aeromedical research data		at USAF School of Aerospace Medicine (USAFSAM)	see table 61-3. AUTH: N1-AFU-90-3
4	continuing health education (CHE) program	records for planning and documenting CHE activities certified as Category I by the AMA/PRA		destroy after 6 years. AUTH: N1-AFU-90-3

TABLE 44-2**LABORATORY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	clinical laboratory reports	duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities	laboratory copies	destroy after 2 years. AUTH: N1-AFU-90-3
2	ledgers and logs	general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers		
3	blood transfusions	blood transfusion forms (SF 518); 3 copies to request blood products	laboratories copies	destroy after 7 days if product not required. AUTH: N1-AFU-90-3
3.01		SF 518 3d copy retained when product is issued with 1st and 2nd copies		file in outpatient record. AUTH: N1-AFU-91-2
3.02		SF 518 1st copy, original, post transfusion	patient chart copy to record transfusion and reaction data	file in patient's chart after completion. AUTH: N1-AFU-90-3
3.03		SF 518 2nd copy, post transfusion	laboratory records concerning transfused blood products	destroy after 7 years if no longer required for patient treatment data. AUTH: N1-AFU-90-3

TABLE 44-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	blood donor medical histories and blood bank agreements	Blood Donor Record Cards (DD 572) Recording reactions and Disposition of Blood Donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, issue and receipt for blood products issued	laboratory copies	disposition pending. AUTH: Unscheduled
4.01		investigation and findings of each transfusion and lot numbers or reagents used		disposition pending. AUTH: Unscheduled
4.02		ledgers recording processing of each transfusion request, local agreements/contracts with civilian blood banks		disposition pending. AUTH: Unscheduled
5	tissue examination	tissue examination forms forwarded with fixed specimens, and/or other data for histopathological examinations	at Class A and B laboratories	destroy 3 months after preparation of final report (see rules 7, 8). AUTH: N1-AFU-90-3
6			at medical facilities other than rule 5	destroy 3 months after receipt of completed report from histopathology facility. AUTH: N1-AFU-90-3
7		final report of tissue examination (SF 515), including the rough draft permanently affixed to the final report	at Class A and B laboratories	destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later. AUTH: N1-AFU-90-3
8			at Class C and D laboratories	destroy after 5 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8.01		slides and/or blocks		maintain and destroy per AFR 160-55. AUTH: N1-AFU-90-3
9	cytology examination	copies of Class I cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings	at Class A and B laboratories	destroy after 5 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10		copies of Class II-V cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings		destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later. AUTH: N1-AFU-90-3
10.01		copies of Class I-V cytology	at Class C and D	

TABLE 44-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		examination reports	laboratories	
11	autopsy reports	Medical Record-Autopsy Protocol (SF 503), Clinical Record-Authorization for Autopsy (SF 523), or similar records		file in deceased's clinical and health records. AUTH: N1-AFU-91-11
11.01		copy of autopsy protocol, abstracts of clinical records, and other records and materials which relate to individual cases	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	destroy per AFI 48-124 (note 1). AUTH: N1-AFU-91-11
11.02			at medical facilities that do not have a pathologist or an anatomic pathology service (note 2)	destroy when no longer needed. AUTH: NI-AFU-91-11
12	indexes and ledgers to surgical and autopsy specimens	clinical reference and alphabetical name cards and ledgers	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	destroy/delete upon disposition of related surgical/autopsy records (note 1). AUTH: N1-AFU-91-11
12.01			at medical facilities that do not have a pathologist or an anatomic pathology service (note 2)	destroy/delete when no longer needed. AUTH: N1-AFU-91-11
13	sobriety examination	results and requests for results of sobriety examination, and related papers	at medical facilities for possible use for military justice purposes	destroy after 2 years. AUTH: N1-AFU-90-3
14	water pollution analysis	waste water surveillance analysis, and related correspondence and reports		destroy after 1 year or after next analysis of same source. AUTH: N1-AFU-90-3
15	summaries, survey reports, workloads, and special reports	year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports, and other special reports concerning specimens and/or activities	for patient treatment or laboratory management purposes	destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Forward case files for autopsies diagnosed as malignant to the Armed Forces Institute of Pathology.
2. Forward original records to Area Histopathology Center.

TABLE 44-3

RADIOLOGY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	entrance and separation examination X-ray film	chest X-rays exposed in conducting the medical examination preliminary to an individual's entry into, reenlistment for, or release or discharge from extended active military service in either an officer or enlisted status	applicants accepted for induction, Reserve or Regular enlistment for extended active duty or active duty for training, including applicants for aviation cadet training officer candidate school, and flying service in an enlisted status	forward on a current basis to NPRC (CPR) (See Notes 1 and 3); film files may be forwarded weekly or monthly, depending on the rate of accumulation but will not be held longer than three months in addition to the accumulating month; shipments will be in weekly or monthly increments with the oldest week or month forwarded first (EXCEPTION: separation and retirement X-rays may be retained until the individual has been separated or retired, then forward in accordance with procedures outlined above). AUTH: N1- AFU-90-3
2			applicants accepted for appointments as officers, warrant officers, flight officers and AF cadets	
3			members of the Reserve and National Guard ordered to 6 months active duty for training or extended active duty under the Reserve Forces Act	
4			current or former members who reenlist for additional periods of extended active duty	

TABLE 44-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			students and graduates of officer candidate schools	
6		chest and other X-rays made as a part of the medical examination for release or discharge from extended active military service	all military personnel including AF cadets (except those films transferred to the Veterans Administration in connection with disability separations)	
7		X-rays of applicants for U.S. service academies made at the time of qualifying examinations	at the examining center	destroy after 1 year. AUTH: N1-AFU-89-18
8	X-ray films, including ultrasound, computed tomography and nuclear medicine films	X-rays made for routine physical examination directly related to position held, such as regularly recurring physicals or examinations as part of the conditions for continued service/employment		destroy/salvage after 5 years (note 2). AUTH: N1-AFU-89-18
9		X-rays made as a result of an occupational illness/accident/injury; due to an exposure incident on the job, or as a result of a health monitoring program (formerly Rule 14 occupational health examination (OHE) X-rays)	for X-rays that fit in the medical health record/employee medical folder	file in appropriate military, non-military, or civilian medical health folder. AUTH: N1-AFU-89-18
9.01			for X-rays that do not fit in the medical health record/employee medical folder	retain at base level, destroy 50 years after end of military service/employment (note 4). AUTH: N1- AFU-89-18
10		X-rays made in connection with diagnosis and treatment of patients at medical facilities, including US Coast Guard personnel and dependents (except those covered in rules 8-9.1 above, table 47-1 and appropriate medical guidance)		destroy/salvage after 5 years (See Note 2). AUTH: N1-AFU-90-3
11		X-rays of unusual interest or those selected for teaching purposes		destroy/salvage after 5 years, or when of no further value, whichever is later (Exception: refile rules 9 and 9.1 x-rays in

TABLE 44-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				appropriate medical folder or holding area). AUTH: N1-AFU-89-18
12		negative pathological findings and positive pathological findings that are static in nature (except as indicated in rule 13)	at industrial medicine facilities for federal civil service employees	destroy after 5 years. AUTH: N1-AFU-90-3
13		positive pathological findings that are not static in nature, and one representative X-ray of those that are static in nature		disposition pending. AUTH: Unscheduled
14		mammograms		destroy after 10 years (note 5). AUTH: N1- AFU-89-18
15	rejected applicant and registrant chest X-ray film		applicants rejected because of pulmonary tuberculosis	offer to official state public health agency of rejected person's home state; salvage or destroy if state health officer considers the report, indicating existence of disease, is sufficient and does not desire the film. AUTH: N1-AFU- 90-3
16			applicants rejected for physical reasons other than disease of the chest	salvage or destroy after findings have been entered on the physical examination form. AUTH: N1-AFU-90-3
17			registrants unacceptable for induction	package and return to registrant's local board (label package: EXPOSED X-RAY FILM, and indicate name of induction station making shipment). AUTH: N1- AFU-90-3
18	chest X-rays for tuberculosis case finding purposes	film accumulated by mobile X-ray service units	negatives indicating pathology	include in patient's medical record. AUTH: N1-AFU-90-3
19			negatives indicating a normal chest	destroy after 1 month. AUTH: N1-AFU-90-3
20	unidentified exposed X-ray film	X-rays which cannot be identified with the individuals to whom they pertain		destroy when encountered. AUTH: N1-AFU-90-3
21	nominal index file	cards filed alphabetically as index to		retire or destroy

TABLE 44-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		X-ray films		concurrently with the X-rays to which they relate. AUTH: N1-AFU-90-3
22	radiation and radium therapy	copies of the following clinical record forms: Radiation Therapy, Radiation Therapy Summary, Radium Therapy, and Doctor's Progress Notes, filed in the Radiology Department (except those in the individual's medical record)		disposition pending. AUTH: Unscheduled

NOTE(S):

1. Packing and identification instructions. Do not bend, roll or fold film. Type, print or stamp the individual's SSN and name, in that order, on the front of each container used for enclosing film. X-rays for examinees not yet assigned a SSN are retained until the SSN is available for entry on the film preserver. (Protect the disclosure of OSI agent's grade as provided in appropriate medical guidance.) Requisition film preservers through medical supply channels under NSNs 7530-00-612-3950 and 7530-00-612-4000. Show the complete return address on all packages of X-ray film. a. Use negative preservers measuring 4 3/8- x 10 3/8-inches for all

4- x 10-inch and smaller size films. Do not use larger preservers for these films. Place individual identifying data parallel with and no lower than

1 1/4-inches below the front open end of these preservers, instead of in the space provided. b. Enclose all film larger than 4- x 10-inches in negative preservers of the 14 1/2- x 17 1/2-inch size. However, if they are not available, use envelopes of the same size. Place individual's SSN, name and other identifying information in the space provided on the upper left corner of the

14 1/2- x 17 1/2-inch preserver. If envelopes are used, fold flaps so that the glued surface does not come in contact with the film. Place individual's identifying data in the upper left corner parallel with the front top edge of the envelope. c. X-rays need not be forwarded in alphabetical or numeric sequence. d. See AFI 37-138, chapter 6 for further packing and shipping instructions. There is no need to prepare SF 135s or to obtain advance approval for shipments to NPRC.

2. In overseas medical facilities where adequate storage space is not available and in areas where climatic conditions cause X-ray film to deteriorate before expiration of the retention period, earlier disposition is authorized. In such cases, request specific disposition instructions from SAF/AAIQ.

3. The Veterans Administration assumes legal custody of all Armed Forces entrance and separation X-rays immediately upon their retirement to NPRC. They are destroyed after 65 years in accordance with Federal Personal Property Management Regulations and with the concurrence of the VA on each disposal action. Army Air Force X-rays dated prior 1960 and Air Force X-rays dated prior 1964 are destroyed after 65 years, or when no longer needed in the reconstruction of military service records, whichever is later.

4. The medical facility retains oversized X-rays it produces that do not fit within the border of medical health record/employee medical folder. The National Personnel Records Center (NPRC) only accepts X-rays that fit within the 8 1/2 x 11 standard medical record.

5. The medical facility that forwards the medical health records to NPRC will remove the mammograms and retain them until scheduled for destruction.

TABLE 44-4

SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY, AND MEDICAL ILLUSTRATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	electrocardiograms and reports	electrocardiograms (EKGs)	in CAPOC (Computer Assisted Practice of Cardiology) computer data base	destroy (delete) after 5 years. AUTH: N1- AFU-90-3
2		EKGs accessed from CAPOC computer system and/or copies of electrocardiographic reports from health records	at the Aerospace Medical Division, laboratories, medical facilities using them for teaching/research, or those facilities without CAPOC	destroy after 5 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3	electroencephalo- graphic tracings and reports	graphic recordings of electrical activity of the brain, and retained copies of reports	abnormal findings	destroy after 5 years, provided a copy of the report is in the individual's medical record. AUTH: N1- AFU-90-3
4			normal findings	destroy after 1 year, provided a copy of the report is in the individual's medical record. AUTH: N1- AFU-90-3
5	pulmonary function tracings and reports	retained copies of consultation sheet, original pulmonary function tracings, and applicable reports		destroy after 5 years, provided original reports have been placed in individual's medical record. AUTH: N1-AFU-90-3
6	hearing conservation	hearing conservation data forms and related records for recording results of audiometric examinations	originals	file in military health record or nonmilitary outpatient record, and dispose of per table 41- 12. AUTH: N1-AFU- 90-3
7			duplicates	send to Aerospace Medical Division, Brooks AFB TX 78235 (see table 61-3). AUTH: N1-AFU-90-3

TABLE 44-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	tumor registry	diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm, and related records	at medical facilities with tumor registries	upon inactivation of tumor registry or medical treatment facility (MTF), send to MTF assuming the tumor registry responsibility. If no MTF has been designated to assume the tumor registry responsibility from the closing MTF, then request approval from HQ AFMOA/SGPC to ship to Armed Forces Institute of Pathology, Wash DC 20306. AUTH: N1-AFU-90-3
9	medical illustration files	original photographic material, work orders (Medical Illustration Request and Release), original color transparencies, and related completed medical artwork	at approved medical treatment facilities	forward to Armed Forces Institute of Pathology (AFIP) (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year. AUTH: N1-AFU-90-3
10		duplicate photographic material, copies of work orders, negatives of patient prints, and a set of color transparencies		destroy at medical facility upon its inactivation. AUTH: N1-AFU-90-3
11		patient and subject index cards		hold at medical facility until its inactivation; then forward to AFIP address in rule 9. AUTH: N1-AFU-90-3
12		patient registers		destroy after 1 year. AUTH: N1-AFU-92-5
13		work orders other than those in rules 9 and 10		

TABLE 44-5

DRUG ABUSE TESTING PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	drug abuse testing	rosters, random selection records, and related information	at base medical facility and unit level	destroy 3 months after all members listed are tested or a "no show" record is prepared or received. AUTH: N1- AFU-90-3
2		"no show" record for personnel failing to report for testing		destroy after 2 years. AUTH: N1-AFU-90-3
3		urinalysis ledger	at base medical facility	destroy after 5 years. AUTH: N1-AFU-90-3
4		drug screening urinalysis record	at base medical facility and testing laboratory	destroy after record with annotated results is prepared or received. AUTH: N1-AFU-90-3
5		chain of custody documents	at testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
6			at base medical facility	destroy after 2 years. AUTH: N1-AFU-90-3
7	drug testing results	drug screening urinalysis record, with annotated results (negative/positive) and related records	at testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
8			at base medical facility and unit level	destroy after 2 years. AUTH: N1-AFU-90-3
9		drug abuse urinalysis testing report and biometric data	at HQ AFMOA and testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
10	drug abuse rehabilitation (note)	rehabilitation program report	at HQ USAF, HQ AFMOA, and MAJCOMs/FOAs	
11			at base medical facility	destroy after 2 years. AUTH: N1-AFU-90-3
12	drug detection quality control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFMOA and testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE: Drug abuse case treatment files for member's rehabilitation which are maintained as mental health records.

TABLE 44-6**NUTRITIONAL MEDICINE SERVICE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	work schedules	Nutritional Medicine Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581), and Medical Food Service Daily Work Assignment (AF Form 2577)		destroy after 1 year. AUTH: N1-AFU-90-3
2	in-service training			destroy when no longer needed. AUTH: N1- AFU-90-3
3	workload data	Diet Census (AF Form 2573), Dietetics Patient Visit Clinical Summary (AF Form 2576), Patient Visit Register (AF Form 555), and information copy of Nutritional Medicine Service Cost Report (AF Form 541)		destroy after 2 years. AUTH: N1-AFU-90-3
4	meal and cash control records	Request for Issue or Turn-in (DD Form 1150), Hospital Invoice/Receipt/Account Receivable Record (AF Form 1127), copies of Conventional and Operational Ration Earnings Record (AF Form 544), or A La Carte Ration Earnings Record (AF Form 544a), and for facilities supported by Base Food Service: ALACS Meal Order Record (AF Form 812), Electronic Cash Register Reports, and meal surcharge exemption logs		destroy after 1 year, providing requirements of table 65-3 are met. AUTH: N1-AFU-90-3
5	food purchasing, control, storing, issuing, and food cost data	Advance Orders, Subsistence Requests (AF Form 287), Tally-In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), extended copies Food Issue Record (AF Form 543), Refrigeration Unit Standard Temperature Chart (AF Form 638), basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record, Food Cost Record (AF Form 546), local delivery contracts and requests, subsistence inventory reports, and meal reimbursement rates		destroy after 1 year, unless needed for operational purposes. AUTH: N1-AFU-90-3

TABLE 44-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	meal planning	Regular and Therapeutic Menus, Menu Planner and Analysis (AF Form 2580), Breakfast Menu Worksheet (AF Form 2495), Dinner/Supper Menu Worksheet (AF Form 2496)		
7	food production and service	Outpatients' and Visitors' Meal Log (AF Form 2563), Nutritional Medicine Service Cash and Forms Receipt (AF Form 2570), Food Production Worksheets, Food Service Production Log (AF Form 662)		destroy when no longer needed. AUTH: N1-AFU-90-3
8	clinical dietetics	Diet Record (AF Form 1741), Nutritional Care Plans, Therapeutic Menu Patterns, copies of Selective Menu (AF Forms 1737 and 1739), Therapeutic Menu (AF Forms 1738 and 1740), Nourishment Request (AF Form 2568), Nourishment (AF Form 2579)		
9		Diet Order (AF Form 1094), Diet Order Change (AF Form 2567), and diet orders for aeromedical evacuation patient meals		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 44-7**MEDICAL QUALITY ASSURANCE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	committee meetings and civilian peer reviews	minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee, and civilian peer reviews	at medical treatment facilities (MTFs)	destroy after 4 years. AUTH: N1-AFU-90-3
2			copies of QA/RM committee and civilian peer review minutes at MAJCOMs/SG	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 44-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	professional credentials review files of medical and dental staff members, and allied health care practitioners	records of practitioner's formal education, training, clinical experience, and physical, moral and ethical character, and activities concerning clinical privileges	adverse action files	destroy 8 years after practitioner separates from the service. AUTH: N1-AFU-90-3
4			non-adverse action files	destroy 5 years after practitioner separates from the service. AUTH: N1-AFU-90-3
5	patient or clinical service questionnaires/surveys	patient's opinion of the quality of care received and/or services rendered		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
6	medical facility incidents	statements, with supporting data, which report accidents inconsistent with routine medical facility operation or patient care and which establish follow-up remedial actions		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-88-39
7	quality assurance problem status	continuing and supporting records of the assessment, action, and follow-up which is accomplished related to identified problems		destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8	occurrence screening	checklists identifying specific potentially important results of medical or surgical treatment	identify validated positive occurrences	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9			identify no validated positive occurrences	destroy after 3 months. AUTH: N1-AFU-90-3

46. Nursing. This table covers records pertaining to all aspects of nursing services.

TABLE 46-1				
NURSING SERVICE RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	nursing supply records	Central Nursing Supply Issue Record (AF Form 580), or comparable forms	at hospitals	destroy 1 month after items have been returned and posted to inventory records. AUTH: N1-AFU-90-3
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		destroy after 1 year. AUTH: N1-AFU-90-3
3	ward reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports, and ward patient rosters		destroy after 3 months. AUTH: N1-AFU-90-3
4	operating room schedules	register or ledger containing information on the operations performed for each day		destroy after 5 years. AUTH: N1-AFU-90-3
5		lists of operations scheduled for the next day		destroy when no longer needed. AUTH: N1-AFU-90-3
6	sterilizer testing documentation	forms indicating the efficiency of sterilizers		destroy after 2 years. AUTH: N1-AFU-90-3

47. Dental. These tables cover records pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 47-1				
INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual dental health records of active duty military personnel (See Notes 1, 6)	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	on AF active duty military personnel	maintain and forward as prescribed in AFI 36-2608, AFI 47-101, and appropriate medical guidance. AUTH: N1-AFU-90-3
2			on Army, Navy and Marine Corps active duty military personnel	

TABLE 47-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01	individual dental health records of AF reserve personnel		on AF reserve personnel	maintain and forward as prescribed in AFI 36-2608 and appropriate medical guidance. AUTH: N1- AFU-90-3
3	individual dental health records for other than active duty military personnel (See Notes 1, 2, 3, 4)		on retired AF general officers and personnel on temporary disability retired list (TDRL)	send to HQ AFMPC/ MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment. AUTH: N1- AFU-90-3
4			on retired military personnel (except personnel in rule 3)	retire to NPRC (MPR) 3 years after year of last treatment. AUTH: N1- AFU-90-3
5			on family members of military personnel (include dependents of retired military personnel)	destroy 5 years after year of last treatment. AUTH: N1-AFU-89-23
6			on civilian employees	retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year. AUTH: N1-AFU-90-3
7			on foreign nationals	deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated.

TABLE 47-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				subject to conditions in note 5. AUTH: N1- AFU-90-3
8			on American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. AUTH: N1-AFU-90-3
9			on Coast Guard personnel on active duty	send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment. AUTH: N1- AFU-90-3
9.01			on USAF Academy cadets	send to Cadet Records, USAF Academy, for inclusion with the personnel records, after record is complete following cadet's departure from USAF Academy. AUTH: N1- AFU-90-3
10			on Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9.1	retire to NPRC (CPR) 1 year after year of last treatment. AUTH: N1- AFU-90-3
10.01	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired dental health records		destroy immediately (See Note 7). AUTH: N1-AFU-90-3
11	dental treatment plans	forms used within the dental service for treatment planning		destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603). AUTH: N1-AFU-90-3
12	temporary dental health records		used for exchanging and receiving treatment data from another dental facility	destroy after all transcriptions have been made on long- term records and have been initialed by transcribing officer. AUTH: N1-AFU-90-3
13			used as a temporary record pending arrival of Field Record Group	

TABLE 47-1
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	dental X-ray film	exposed dental X-rays	taken for evaluation, treatment, and follow-up care of dental diseases or oral manifestation of systemic diseases	hold as part of the Dental Health Record. AUTH: N1-AFU-90-3
15			initial, full-mouth X-rays	hold, so long as legible, as part of the Dental Health Record. AUTH: N1-AFU-90-3
16			taken incident to hospitalized dental cases	include with individual clinical records when required. AUTH: N1-AFU-90-3
17			obtained for other purposes, and determined to be of no more value	destroy when appropriate findings are entered on individual's Dental Health Record. AUTH: N1-AFU-90-3
18			judged by a dental officer to be of unusual interest or selected for teaching or research purposes	hold in a separate file, and destroy when no longer usable or needed. AUTH: N1-AFU-90-3
19			unidentifiable	destroy immediately. AUTH: N1-AFU-90-3

NOTE(S):

1. Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel

50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

2. RESERVED

3. Retire nonmilitary dental health records, other than dependents, pertaining to deaths at the end of the year when change of status occurs.

4. Retain dental health records for retired military personnel when it is known that they still reside in the area and expect to receive care at the dental facility.

5. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel directly to AFMOA/SGSB for transmittal to parent country. If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMOA/SGSB.

6. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contain all induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit or assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

7. NPRC may destroy clinic index cards when encountered.

TABLE 47-2

FACILITY DENTAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	dental appointments	registers and appointment slips		destroy when no longer needed. AUTH: N1- AFU-90-3
2	dental attendance	records for dental service report data input		destroy 3 months after submission of report. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	dental services reports			destroy after 3 years. AUTH: N1-AFU-90-3
5	temporary dental prosthetic case reports	prosthodontic prescription and consultation requests not used to record local expenditures of precious metals, or which show precious metal expenditure at another AF activity		destroy 6 months after insertion of dental prosthesis. AUTH: N1- AFU-90-3
6	dental registers of precious metals and alloys	registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals		destroy 1 year after fiscal year cutoff, or on inactivation of activity after final inspection has been made and exceptions have been cleared. AUTH: N1- AFU-90-3
7	tooth inventory management	files closed out		destroy 1 year after fiscal year cutoff, or on inactivation of dental facility where a final inventory has been made. AUTH: N1- AFU-90-3
8	dental accreditation file	certificate that hospital dental service is accredited	property of the Council on Hospital Dental Service (CHDS)	return the certificate promptly to CHDS on inactivation of dental facility, revocation or other reason for termination of accredited status. AUTH: N1-AFU-90-3
9		accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file, and consultant lists		destroy after 1 year or on inactivation of dental facility. AUTH: N1-AFU-90-3

48. Aerospace Medicine. These tables cover records pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

TABLE 48-1**AEROSPACE MEDICINE PROGRAM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aerospace medicine reports	reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health, and occupational medicine		destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed). AUTH: N1-AFU-90-3
2	medical recommendation for flying or special operational duty	AF Form 1042 actions	in member's health record	maintain according to appropriate medical guidance. AUTH: N1-AFU-90-3
3			at host operations system management (HOSM) office, flight management office (FMO), or applicable office	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
4	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to appropriate medical guidance, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	destroy after 2 years. AUTH: N1-AFU-90-3
5	medical recommendation for flying or special operational duty log	a monthly log of AF Form 1042 actions maintained on AF Form 1041	at medical facilities	destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 48-2

PHYSIOLOGICAL TRAINING/THERAPY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Chamber Flight Record (AF Form 701)	originals	at USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
2		copies	at base training facilities	destroy after 3 years (note). AUTH: N1- AFU-90-3
3	Physiological Training Monthly Report (AF Form 700); Chamber Reactor/Treatment Report (AF Form 361)	originals used for program planning and as a source for medical and flight safety research	at HQ USAF and USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
4		copies	at other than HQ USAF and USAFSAM	destroy after 3 years. AUTH: N1-AFU-90-3
5	Physiological Training Record (AF Form 699)		at base training facilities	destroy after 6 years (note). AUTH: N1- AFU-90-3
6	Physiological Training (AF Form 1274)			give to individual on completion of training. AUTH: N1-AFU-90-3
7	Individual Physiological Training Record (AF Form 702)	aircrew personnel records		see table 13-10. AUTH: N1-AFU-90-3
8		non-aircrew personnel records		file in individual's medical record and destroy upon departure from active or reserve duty. AUTH: N1-AFU- 90-3
9	Hyperbaric Patient Information and Therapy Record (AF Form 1352); Medical Record-Narrative Summary (SF 502)	originals		file in individual's health record. AUTH: N1-AFU-90-3
10		first copy	at USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
11		other copies	at HQ USAF and MAJCOMs	
12			at base training facilities	destroy after 3 years (note). AUTH: N1- AFU-90-3
13	(RESERVED)			(RESERVED)

TABLE 48-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	Hyperbaric Chamber Operation Record (AF Form 1354)	originals	at base training facilities	destroy after 3 years. AUTH: N1-AFU-90-3
15 thru 19	(RESERVED)			(RESERVED)
20	Instructor's Flight/ Dive Record (AF Form 712)	originals	at base training facilities	give to individual, provided pertinent data is reflected on the physiological training report. AUTH: N1- AFU-90-3
21	clinical hyperbaric	research files (original records) for conducting clinical investigations and research, consisting of Clinical Hyperbaric Treatment Record (AF Form 1389), copies of AF Form 712, AF Form 1352, AF Form 1354, SF 502, and other pertinent patient information	at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities	disposition pending. AUTH: N1-AFU-89-33
22		above research files (on microfilm or optical disk)		disposition pending. AUTH: N1-AFU-89-33

NOTE: Retain in active file until eligible for destruction.**TABLE 48-3****COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	communicable disease reports	copies of telegraphic or similar notifications of communicable diseases occurring at AF activities		destroy after 5 years. AUTH: N1-AFU-90-3
2	venereal disease records and reports	monthly statistical tables showing venereal disease rates		destroy after 1 year. AUTH: N1-AFU-90-3
3	venereal disease reports and questionnaires	data prepared for assembling information for controlling venereal disease, and used in part for preparing periodic and statistical reports		

TABLE 48-4

PERSONNEL RADIATION EXPOSURE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	thermoluminescence (TLD) personnel dosimetry program monitoring records	summaries and listings of exposure data, and related records which serve to promote effective control and direction of the TLD personnel dosimetry program	at USAF Occupational and Environmental Health Laboratory (OEHL)	destroy after 5 years, or when no longer required, whichever is sooner. AUTH: N1-AFU-90-3
1.01	master radiation exposure register	computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays		retire as permanent (See Note). AUTH: NC1-AFU-85-6
2	radiation exposure data	copies of radiation exposure registration forms	at USAF OEHL and using installations	destroy when data has been entered into the master radiation exposure register. AUTH: N1-AFU-90-3
3		films which reflect minor radiation exposure, dosimetry film exposure record cards, and records of film issued to monitor individual exposure	at USAF OEHL	
4		films which indicate abnormal or overexposure to ionizing radiation, resultant reports of investigation, and supporting records		destroy after 75 years. AUTH: N1-AFU-90-3
5		(RESERVED)	(RESERVED)	
6				
7		OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation	at the base medical service	destroy when the AF Form 1527 for the report period is received. AUTH: N1-AFU-90-3
8		AF Form 1527, History of Occupational Exposure to Ionizing Radiation		transfer to the individual's medical record, destroy when superseded. AUTH: N1-AFU-90-3
9		AFTO Form 115, Pocket Dosimeter Results Log		destroy after 3 months, or when results of film badge are posted to individual medical records, whichever is later. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives when 75 years old.

TABLE 48-5

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	survey reports, special reports, or industrial facility inspection and environmental pollution survey case files	epidemiological survey reports or environmental/public health reports on air pollution, noise, radiation, and other environmental/health surveys	at performing activities	disposition pending. AUTH: Unscheduled
2			at epidemiological units	disposition pending. AUTH: Unscheduled
3			at MAJCOMs	destroy 1 year after corrective action is completed. AUTH: N1-AFU-90-3
4	facility medical inspection reports	reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc.	at environmental health activities	destroy after 1 year. AUTH: N1-AFU-90-3
5	drinking water (note 1)	bacteriological analyses	at base bioenvironmental engineering offices	destroy after 5 years. AUTH: N1-AFU-90-3
5.01		reports or letters by AF, local, state or federal agencies relating to sanitary surveys		destroy after 10 years (note 2). AUTH: N1-AFU-90-3
5.02		records of any variance or exemption granted by the State or other government authority		destroy 5 years after the variance or exemption expires. AUTH: N1-AFU-90-3
5.03		records of action taken to correct water supply violations		destroy after 3 years. AUTH: N1-AFU-90-3
6		radiological and chemical analyses	at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices	destroy after 10 years (note 2). AUTH: N1-AFU-90-3
6.01		analyses to support EPA and state requests		destroy after 20 years. AUTH: N1-AFU-90-3
7	material safety	data sheets on hazardous material		destroy after 2 years. AUTH: N1-AFU-90-3
8			at base level bioenvironmental engineering offices and other activities	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Comply with rules dispositions or federal, state or local requirements, whichever is later.
2. Maintain these records in the current files area if necessary until eligible for disposal.

TABLE 48-6

ENVIRONMENTAL HEALTH

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	food inspection	AF Form 1148, Daily Food Nonconformance Record—Classes 4 and 8		destroy after 1 year. AUTH: N1-AFU-90-3
2		initial, update and special sanitation inspection reports and correspondence of vendor's establishments		destroy 4 years after removal from approved list or directory. AUTH: N1-AFU-90-3
3		routine inspection reports and correspondence		destroy after 1 year, or when no discrepancies are outstanding, whichever is later. AUTH: N1-AFU-90-3
4		solicitations and attendant contract records including reports of examinations and/or testing of food products, contract purchase agreements, and other inspection correspondence		destroy when no longer needed. AUTH: N1-AFU-90-3
5		AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063 Individual COLEQUAP Report, DD form 1608, Unsatisfactory Material Report (Subsistence)		destroy after 1 year. AUTH: N1-AFU-90-3
6		DD Form 1740, Food Inspection Stamp Record and related records	for stamps not destroyed, lost or stolen	destroy 1 year after form is superseded. AUTH: N1-AFU-90-3
7			for stamps destroyed, lost or stolen	destroy 2 years after investigation is completed. AUTH: N1-AFU-90-3
8		support documents, forms, correspondence and laboratory evaluations for administering quality assurance of fresh dairy products		destroy after 1 year (See Note). AUTH: N1-AFU-90-3
9	food handlers records	AF Form 1021, Medical Certificate	original at employing facility and copy at Environmental Health	destroy when no longer needed or give to food handler on transfer or separation. AUTH: N1-AFU-90-3
10		AF Form 1216, Food Handler Training Certificate		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3

TABLE 48-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11	food service medical evaluation	AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings, and other related data	at medical inspection service	destroy after 1 year. AUTH: N1-AFU-90-3
12			at inspected activities	destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later. AUTH: N1-AFU-90-3
13			at other offices	destroy when no longer needed. AUTH: N1- AFU-90-3
14		reports of food borne illness investigation		destroy after 1 year. AUTH: N1-AFU-90-3
15	animal bites/quarantine	DD Form 2341, Report of Animal Bite-Potential Rabies Exposure	original at medical treatment facility	file in patient's health or clinical record. AUTH: N1-AFU-90-3
16			copy at Environmental Health	destroy after 1 year. AUTH: N1-AFU-90-3
17			copies at other activities	destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE: Procurement tables dispositions will apply if these records substantiate contractor performance.

TABLE 48-7**HIV TESTING PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	HIV testing	rosters, selection records, and related information	at MPF, medical treatment facility (MTF), testing laboratory, environmental health services, and unit level	destroy 3 months after all members are tested or PCS transferred. AUTH: N1-AFU-89-7
2		"no show" records for personnel not reporting for testing		destroy after 2 years. AUTH: N1-AFU-89-7
3		notification letters		
4		medical counseling documentation	at MTF	file in member's health record. AUTH: N1- AFU-89-7

TABLE 48-7**Continued.**

	A	B	C	D		
R U L E	If the records are or pertain to	consisting of	which are	then		
5		order to follow preventive medicine requirements	at unit level	destroy on separation from service. AUTH: N1-AFU-89-7		
6		blood donor center report	at MTF	destroy after 5 years. AUTH: N1-AFU-89-7		
7		blood donor referral letters				
8	HIV testing results	USAF HTLV-III Screening Program Specimen Transmittal/Results Reporting (AF Form 1762)			at USAFSAM/EK	destroy after data entry in computer. AUTH: N1-AFU-89-7
9						
10	Defense Medical Systems Support Center (DMSSC) reportable disease data base		delete/destroy after 10 years. AUTH: N1-AFU-89-7			
11	DMSSC reportable disease data base hard copy/computer tape output			destroy after 5 years. AUTH: N1-AFU-89-7		
12	compiled reports from DMSSC reportable disease data base					
13	HIV quality control	quality assurance control records of AF laboratories, contract laboratories, and blood donor centers	at USAFSAM, Epidemiology Division	destroy after 5 years. AUTH: N1-AFU-89-7		

51. Law. These tables cover records pertaining to decisions, opinions and policies concerning the substantive and procedural laws and directives applicable to civil law and military affairs; legal requirements, policies and procedures involved in administering AF procurement and contracts; legal assistance for military personnel and their family members, policies and procedures relative to patents, taxation, legislation and litigation involving the AF.

TABLE 51-1**LEGAL ADMINISTRATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel data on judge advocates	educational background and bar qualification data on professional officer-lawyers serving as judge-advocates	at HQ USAF	destroy 3 years after individual has separated or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
1.01			at other than HQ USAF	destroy after individual has separated or departed PCS. AUTH: N1-AFU-90-3

TABLE 51-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	legal opinions	opinions establishing precedent	at originating offices (record copies)	retire as permanent after reference requirements have been satisfied (See Note 3). AUTH: NC1-AFU-77- 18
3		information copies		destroy when no longer needed. AUTH: N1- AFU-90-3
4		opinions based on precedent opinions		destroy when no longer needed. AUTH: N1- AFU-90-3
5 thru 8	(RESERVED)			(RESERVED)
9	digest cards	summary or digest of information contained in legal opinions and review board decisions not used for dual purpose of locator and/or cross- reference for permanent records		destroy when records they cover are superseded, obsolete or destroyed. AUTH: N1- AFU-90-3
10	legal assistance administration	instruction and direction letters, reference files, and other records relating to administration of the legal assistance program		destroy when no longer needed. AUTH: N1- AFU-90-3
10.01	annual reports of legal assistance	statistical information regarding the legal assistance program	at HQ USAF	retire as permanent (See Note 5.) AUTH: NC1-AFU-79-21
10.02			at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	legal assistance cases	case files, including legal and other records pertaining to individuals consulting legal assistance officers, personal papers for individuals who cannot be located		destroy when case is closed (See Note 1). AUTH: N1-AFU-90-3
12	witness files	letters of authorization for personnel to appear as witnesses in civil suits and correspondence which do not become part of a case file		destroy after 3 years. AUTH: N1-AFU-90-3
13	release of information	records accumulated in requesting and obtaining release of AF information for use in civil courts or tribunals		destroy after 5 years. AUTH: N1-AFU-90-3
14	tax and litigation	records accumulated incident to litigation arising out of tax disputes; legal actions involving the AF, its personnel, or contractors; and administrative proceedings,		disposition pending. AUTH: Unscheduled

TABLE 51-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		investigative reports, and legal processing affecting accomplishment of the AF mission		
15			at AFLSA/JACL and HQ USAF/JAI	disposition pending. AUTH: Unscheduled
16			at other than AFLSA/JACL and HQ USAF/JAI	destroy 2 years after end of year in which case was closed. AUTH: N1-AFU-90-3
17		reports of legal process submitted under AFI 51-301 (except hospital recover claims; see table 51-4, rule 15)	at AFLSA/JACL and HQ USAF/JAI	disposition pending. AUTH: Unscheduled
18			at other than AFLSA/JACL and HQ USAF/JAI	destroy 2 years after end of year in which case was closed. AUTH: N1-AFU-90-3
19	legislative records	drafts of proposed legislation, legislation already introduced in Congress, and Executive Orders, with supporting memoranda and comments reflecting the AF position on legal sufficiency and effect, and card indexes thereto	at SAF/LL	destroy after 20 years. AUTH: N1-AFU-90-3
20			at other than SAF/LL	destroy when no longer needed. AUTH: N1-AFU-90-3
21	trials of US personnel in foreign countries	reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all inclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to HQ USAF and DOD concerning the exercise of foreign criminal jurisdiction over AF military personnel; civilian personnel serving with, employed by, or accompanying the AF who are US nationals; and dependents of all such military and civilian personnel, that have precedential value or where there has been Congressional, press or public concern - particularly where questionable whether basic rights of accused were violated by foreign court (See Note 6).	at HQ USAF/JAI	retire as permanent (See Note 3). AUTH: N1-AFU-90-45
21.01		records contained in rule 21 but not		destroy after 30 years.

TABLE 51-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		having precedential value, generating public, press or congressional concern, etc. (See Note 6)		AUTH: N1-AFU-90-45
21.02		minor offenses such as traffic, simple assault, spitting on the sidewalk, etc. (See Note 6).		destroy after 20 years. AUTH: N1-AFU-90-45
22		records in Rule 21, 21.1 and 21.2	at other than HQ USAF/JAI	destroy 2 years after case is closed or 6 months after defendant's departure or when no longer needed, whichever is later. AUTH: N1- AFU-90-45
23	German civil processes	correspondence which forwards to AF personnel civil processes served by German courts, and reports the action taken thereon	at HQ USAFE	destroy 2 years after close of calendar year in which last record is filed. AUTH: N1- AFU-90-3
24			at other than HQ USAFE	destroy 1 year after transfer or separation of individual. AUTH: N1-AFU-90-3
25	politico-military matters	records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation	at HQ USAF or MAJCOMs when acting as designated representative for DOD	retire as permanent (See Note 3). AUTH: NC1-AFU-80-8
26			at other than HQ USAF	destroy when no longer needed. AUTH: N1- AFU-90-3
27		reports on violations of the law of armed conflict	at HQ USAF	retire as permanent (See Note 4). AUTH: NC1-AFU-76-42
28			at other than HQ USAF	destroy when no longer needed. AUTH: N1- AFU-90-3
29	Article 138 (UCMJ) complaints	complaints, reports of inquiry, and actions of the GCM authority	at AFLSA/JAJM	destroy 2 years after review. AUTH: N1- AFU-90-3
30			at other than HQ USAF/JA	destroy 1 year after action of GCM authority. AUTH: N1- AFU-90-3

TABLE 51-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31	public dockets for CAB international cases	correspondence between DOD elements and public and private parties in CAB international cases	at HQ AMC/JAO	destroy 10 years after close of related CAB cases. AUTH: N1-AFU-90-3
32	preventive law administration	directives and other documents relating to general administration or policy for administering the preventive law program		destroy when no longer needed. AUTH: N1-AFU-90-3
33	preventive law information	printed material intended for distribution		destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-3
34	investigative reports and case files of US personnel prepared by foreign authorities	investigative reports and case files, records of administrative proceedings, legal processing, and other comparable correspondence prepared by foreign authorities in the investigation of incidents and crimes involving US military personnel, civilian personnel serving with, employed by, or accompanying the US forces who are US nationals, and dependents of all such military and civilian personnel, in which jurisdiction over the incident or offense is waived to US authorities or the primary right to jurisdiction rests with US authorities		destroy 2 years after case is closed or 6 months after offender's departure or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
35	U.S. Federal Magistrate Court	completed criminal case files	at base legal offices	destroy 3 years after case is closed. AUTH: N1-AFU-90-3

NOTE(S):

1. Return personal papers to individual when the case is closed or send by registered mail to his last known address; if returned, destroy. Deliver other documents to the individual or destroy when case is closed. Treat such files as "confidential and privileged."
2. A copy of each printed item will be maintained in filing cabinets; other copies will be stored elsewhere.
3. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.
4. Transfer to the National Archives when 30 years old.
5. Transfer to the National Archives when 25 years old.
6. Applies to records created after January 1990.

TABLE 51-2

PATENTS, COPYRIGHTS, AND TRADEMARK RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	patents, copyrights, and trademarks (general records)	decisions, opinions, determinations, and recommendations	at AFLSA/JACP	destroy after 25 years. AUTH: N1-AFU-90-3
2			at other than AFLSA/JACP	destroy when no longer needed. AUTH: N1- AFU-90-3
3	invention disclosures	records relating to inventions on which patent applications are not prepared, resulting from disclosure of inventions by military personnel, civilians, and from research and Government work performed under AF contract	at HQ USAF/JACP	retire after 5 years, and destroy 15 years thereafter. AUTH: N1- AFU-90-3
4			at other than AFLSA/JACP	destroy after 7 years. AUTH: N1-AFU-90-3
5	patent applications	records relating to inventions on which patent applications have been filed in US Patent Office	at AFLSA/JACP	retire after 3 years, and destroy 17 years thereafter. AUTH: N1- AFU-90-3
6			at other than AFLSA/JACP	destroy 3 years after application has been abandoned or issued into a patent. AUTH: N1-AFU-90-3
7	security records on patent applications	evaluations, correspondence, copies of applications and tenders to the government for use of invention, resulting from review of patent applications to ascertain whether or not they should be placed under Secrecy Order in the US Patent Office or rescinded Secrecy Orders		retire after 3 years, and destroy 9 years thereafter. AUTH: N1- AFU-90-3
8	licenses, releases, and assignments	signed agreements with owners of trademarks, copyrights, and patents by which government acquires right, license, or interest	at HQ USAF/JA relating to inventions and patents	destroy 20 years after date of issue. AUTH: N1-AFU-90-3
9			at HQ USAF/JA relating to trademarks and copyrights	destroy 30 years after date of issue. AUTH: N1-AFU-90-3
10			at other than HQ USAF/JA	destroy when no longer needed. AUTH: N1- AFU-90-3
11	patent infringement claims, preferred licenses, and royalty adjustments	correspondence, reports, patents, printed material, procurement schedules, and other pertinent papers	at AFLSA/JACP	destroy 12 years after final settlement or judicial determination. AUTH: N1-AFU-90-3

TABLE 51-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			at other than HQ USAF/JA	destroy when no longer needed. AUTH: N1- AFU-90-3
13	foreign agreements	records of agreement with foreign countries regarding the interchange of patent rights and technical information for defense purposes	at HQ USAF/JA	retire after agreement expires and destroy 10 years thereafter. AUTH: N1-AFU-90-3
14	originally issued letters patent	formally executed records	at AFLSA/JACP	retire after 10 years, and destroy 7 years thereafter. AUTH: N1- AFU-90-3

TABLE 51-3**MILITARY JUSTICE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	military justice administration	correspondence, memoranda, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	all general court- martial records, and special court-martial records involving a bad conduct discharge	charge sheets and other records accompanying charges when referred for trial chronology and court-martial data sheets, record of trial proper, court-martial orders, decisions on review, and other related and allied papers	originals at AFLSA/JAJ (See Note 1)	disposition pending. AUTH: Unscheduled
3			duplicate and triplicate copies on cases where appeal to US Court of Military Appeals (USCMA) is not filed	destroy 30 days after completion of appellate review. AUTH: N1- AFU-90-3
4			duplicate and triplicate copies on cases where appeal to USCMA is filed	destroy after final action by USCMA. AUTH: N1-AFU-90-3
5			accused's copy	deliver to accused (See Note 2). AUTH: N1- AFU-90-3

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			all copies other than rules 2, 3, 4 and 5	destroy 1 year after receipt of notice of completion of appellate review. AUTH: N1- AFU-90-3
7	special court-martial records not involving a bad conduct discharge		original (See Note 3)	destroy 15 years after final review. AUTH: N1-AFU-90-3
8			accused's copy	deliver to accused (See Note 2). AUTH: N1- AFU-90-3
9			all copies other than in 7 and 8	destroy one year after final review. AUTH: N1-AFU-90-3
10	summary court- martial records		originals in Master Personnel and triplicates in Field Record Group	see table 36-12. AUTH: N1-AFU-90-3
11			duplicate copies	destroy after 2 years. AUTH: N1-AFU-90-3
12			accused's copy	deliver to accused (See Note 2). AUTH: N1- AFU-90-3
13			all copies other than rules 10, 11 and 12	destroy 1 year after final review. AUTH: N1-AFU-90-3
14	court-martial registers and/or card index	devices for control of cases which are to be tried or which have been tried by summary, special or general court- martial	at AFLSA/JAJM	retire as permanent (See Note 7). AUTH: NC1-AFU-77-20
15			at other than AFLSA/JAJM	destroy after 3 years. AUTH: N1-AFU-90-3
15.01	court-martial log (requirement eliminated 2 June 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases upon which GCM action was completed prior to 1 July 1974)	retain in accumulating office 3 years, then forward to AFLSA/JAJM for consolidation and retirement as permanent (See Note 8). AUTH: NC1-AFU- 77-20
15.02			at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases	destroy. AUTH: N1- AFU-90-3

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			upon which GCM action was completed after 30 June 1974	
16	court-martial jurisdiction	records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction (See Note 4)		retire as permanent (See Notes 5 and 8). AUTH: NC1-AFU-77-20
17		card records reflecting active and inactive general court-martial jurisdiction of various commands		destroy when no longer needed. AUTH: N1-AFU-90-3
18	court-martial and Article 15 activities reports (requirement eliminated following report for 1st Qtr of CY 1975)	consolidated annual reports prepared by AFLSA/JAJM from quarterly reports received from major commands	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: NC1-AFU-77-20
19			at other than AFLSA/JAJM	destroy after 3 years, or when no longer needed for reference, whichever is later. AUTH: N1-AFU-90-3
20		individual and consolidated quarterly reports prepared by major command and subordinate court-martial jurisdictions	at AFLSA/JAJM	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
21			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
22	writ of habeas corpus	the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney, and other related matters accumulated as the result of a complaint by the person released on a writ of habeas corpus	at AFLSA/JAJM, and the person has been court-martialed	they become part of the original record of trial. AUTH: N1-AFU-90-3
23			at AFLSA/JAJM, and the person was not tried by court-martial	hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years. AUTH: N1-AFU-90-3
24			at other than AFLSA/JAJM	destroy after 2 years. AUTH: N1-AFU-90-3
25	records of punishment imposed under Article 15, UCMJ	forms, correspondence, and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit, or set aside punishment	originals at HQ USAF or AFMPC	destroy 30 years after final review. AUTH: N1-AFU-90-3

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
26			copies at MPFs	dispose of under AFI 36-2608 and table 36-16, as appropriate. AUTH: N1-AFU-90-3
27			copies at staff judge advocate offices	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-95-1
28				destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-95-1
28	written materials considered as a basis for imposing punishments under Article 15, UCMJ	investigative reports, statements, summaries of expected testimony, documentary evidence, etc.		
29	(RESERVED)			(RESERVED)
29.01	Article 15 Log (requirement eliminated 2 Jun 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed prior to 1 July 1974	retain in accumulating office 3 years then forward to AFLSA/JAJM for consolidation and retirement as permanent (See Note 8). AUTH: NC1-AFU-77-20
29.02			at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed after 30 June 1974	destroy. AUTH: N1-AFU-90-3
30	records of proceeding to vacate suspension of sentence of court-martial	proceedings to vacate suspension of sentence, comparable forms, correspondence, and other related papers	originals (See Note 6)	they become part of the original record of trial. AUTH: N1-AFU-90-3
31			all copies other than rule 30	destroy 1 year after action on proceedings. AUTH: N1-AFU-90-3
32	court-martial orders	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities	copies furnished AFLSA/JAJ, and not included in the record of trial or in personnel files	destroy after 15 years. AUTH: N1-AFU-90-3
32.01			record copies maintained in annual blocks by issuing activity	retire as permanent (See Note 7). AUTH: NC1-AFU-77-20

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
33			all copies other than rules 32 and 32.1	destroy 1 year after date of order. AUTH: N1- AFU-90-3
34	court reporter's record	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	for trials by special court-martial resulting in conviction and not involving a bad conduct discharge	destroy 6 months after date of trial. AUTH: N1-AFU-90-3
35			for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Article 32 investigations and general court court- martial trials resulting in approved convictions	destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later. AUTH: N1- AFU-90-3
36			for Article 32 investigations not resulting in referral of charges to trial and trials resulting in acquittals or in which the sentence is disapproved and charges are dismissed	destroy after action of the authority accomplishing those results. AUTH: N1- AFU-90-3
37	petitions for new trial under Article 73, UCMJ	final action on petition	originals	they become part of the original records of trial. AUTH: N1-AFU-90-3
38			accused's copy	deliver to accused (See Note 2). AUTH: N1- AFU-90-3
39			all copies other than rules 37 and 38	destroy 2 years after final action on petition. AUTH: N1-AFU-90-3
40		petition, affidavits, briefs, correspondence and other related papers	originals	they become part of the original record of trial. AUTH: N1-AFU-90-3
41			all copies other than rule 40	destroy 2 years after final action on the petition. AUTH: N1- AFU-90-3
42	applications for relief under Article 69, UCMJ	final action on application	originals	they become part of the original record of trial. AUTH: N1-AFU-90-3
43			accused's copy	deliver to accused (See

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				Note 2). AUTH: N1-AFU-90-3
44		(RESERVED)		(RESERVED)
45			all copies other than rules 42 and 43	destroy after 2 years. AUTH: N1-AFU-90-3
46		application, documentary or other evidence submitted therewith, briefs, correspondence and other related papers	originals	retain in AFLSA/JAJM for 5 years, then retire to WNRC; destroy after 10 additional years. AUTH: N1-AFU-90-3
47			all copies other than in rule 46	destroy after 2 years. AUTH: N1-AFU-90-3
48	Automated Military Justice Analysis and Management System (AMJAMS) monthly/quarterly/ annual output products/reports	statistical data relating to court-martial and Article 15s which are reports with "as of" dates for Jan thru Nov	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: N1-AFU-88-21P
49			at other than AFLSA/JAJM	destroy after one year or when no longer needed, whichever is later. AUTH: N1- AFU-88-21P
50		reports with "as of" dates for month of December	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: N1-AFU-88-21P
51			at other than AFLSA/JAJM	destroy paper reports after 3 years, 5 years for microfiche reports, or when no longer needed, whichever is later. AUTH: N1- AFU-88-21P
52	AMJAMS source/input forms and computerized records	data on Article 15 punishments	at base SJA and GCM SJA offices only	destroy after 1 year. AUTH: N1-AFU-90-3
53		data on all general courts-martial or special courts- martial records involving a bad conduct discharge	at AFLSA/JAJM	destroy when no longer needed. AUTH: N1- AFU-90-3
54			at other than AFLSA/JAJM	destroy 1 year after completion of appellate review. AUTH: N1- AFU-88-21P
55		data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial	at AFLSA/JAJM	destroy when no longer needed. AUTH: N1- AFU-88-21P

TABLE 51-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
55.01			at other than AFLSA/JAJM	destroy 1 year after final review. AUTH: N1-AFU-88-21P
56		magnetic tape files	at MAJCOM AMJAMS Processing Centers and AFLSA/JAJM	destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later. AUTH: N1-AFU-88- 21P
56.01	AMJAMS historical database and systems documentation	magnetic tapes and military justice computer products	at AFLSA/JAJM on 31 Dec 90 and annually thereafter	retire as permanent (See Note 9). AUTH: N1-AFU-88-21P
57	Report Individual Person (RIP) produced as result of AMJAMS/ADP interface	personal background and military history information		attach to file copy of AMJAMS source records pertaining to case and dispose of in accordance with rules 52-55, this table as appropriate. AUTH: N1-AFU-90-3
58	strength reports, including DESIRE AMJ STG produced as result of AMJAMS/ ADPS interface	military justice jurisdictional strength data		destroy after 1 year. AUTH: N1-AFU-90-3
59	AMJAMS edit listings	computer printout listing case inputs, strength inputs, and errors		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
60	executed punitive discharges and federal and state court felony conviction reports	consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: NC1-AFU-77-20
61			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
62		individual and consolidated semiannual reports prepared by major commands and subordinate court- martial jurisdictions	at AFLSA/JAJM	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
63			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Regardless of action taken on the case after appellate review, all original records of trial by general court-martial are forwarded to AFLSA/JAJM.
2. If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.
3. After Article 64 review, forward all non-BCD special court-martial original records of trial to AFLSA/JAJM where they are held for 2 years, then forwarded to WNRC, Wash DC 20409.
4. See AFI 51-201, for rules on the exercise of general and special court-martial jurisdiction.
5. Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement.
6. In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceeding to vacate a suspension to AFLSA/JAJM for filing with the original records of trial. For special courts-martial, file the report with the original record.
7. Transfer to the National Archives in 5-year blocks when 50 years old.
8. Transfer to the National Archives when 15 years old.
9. Transfer copy to NARA annually at the same time the Annual History Build is accomplished.

TABLE 51-4**CLAIMS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general administration	HQ USAF directives and other records relating to general administration or policy for handling claims which are not covered elsewhere		destroy when superseded or rescinded. AUTH: N1-AFU-90-3
2		all other directives		destroy after 2 years. AUTH: N1-AFU-90-3
3	completed claims case files (except hospital recovery claims, rule 15) for which the Judge Advocate General is responsible	all claims, whether settled or otherwise disposed of, paid claims (except rules 4 and 4.1) and claims asserted by the AF		destroy 1 year after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3
4		claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by AFLSA/JACC or subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act at AFLSA/JACC		destroy 6 years after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3

TABLE 51-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01		disapproved claims identified in rule 4	at other than AFLSA/JACC, AFLSA/JACT, and AFLSA/JACE	destroy 3 years after the close of the fiscal year in which claim is settled. AUTH: N1- AFU-90-3
4.02	Agent Orange claim file	DOD Agent Orange document collection created as a result of the multi-district class action by Vietnam veterans against the Agent Orange manufacturing companies and the United States	at AFLSA/JACC	retire as permanent (See Note). AUTH: N1-AFU-91-23
5	claims records	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	copies 1 through 5 at AFLSA/JACC	destroy after 3 months. AUTH: N1-AFU-90-3
6			copy 6 at offices taking final disposition	destroy 1 year after the close of the fiscal year in which claims are settled, provided that claims are accurately reflected in CAMP. AUTH: N1-AFU-90-3
7	claims reports	investigation reports prescribed in AFI 51-502, Claims Manual, that are not maintained and disposed of as part of a claims case file (rules 3, 4, 4.1, 16, 21, and 22)		destroy 1 year after lapse of statute of limitations (note: do not retire to records center). AUTH: N1- AFU-90-3
8		international agreement reimbursement reports		destroy 3 years after the close of the fiscal year in which reviewed. AUTH: N1-AFU-90-3
9	claims funds logs	logs closed after the end of the fiscal year in which all cases thereon have been finalized		destroy after 2 years AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	investigation reports of aircraft or missile incidents	investigations performed under AFI 51-503	at appointing authorities' staff judge advocate	destroy after 25 years. AUTH: N1-AFU-90-3
12			at offices other than the appointing authorities' staff judge advocate	destroy when no longer needed. AUTH: N1- AFU-90-3
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 51-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14		memorandum opinions not maintained and disposed of as part of a claims case file (rules 3, 4, and 4.1)		destroy after 3 months. AUTH: N1-AFU-90-3
15	hospital recovery claims	records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	those having no third party tort liability, since no claim number is assigned	the file becomes a claims report (see rule 7). AUTH: N1-AFU-90-3
16			paid in full or settled within delegated limits	destroy 3 years after the end of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3
17			reports and copies of documents required to be sent and held by AFLSA/JACC in cases involving litigation	destroy 1 year after the FY in which litigation is concluded. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at AFLSA/JACC and AFLSA/JACT	destroy after 10 years. AUTH: N1-AFU-90-3
20			at other than AFLSA/JACC and AFLSA/JACT	destroy after 5 years. AUTH: N1-AFU-90-3
21	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at AFLSA/JACT, AFLSA/JACC, and AFLSA/JACE	destroy 5 years after FY in which the litigation is concluded. AUTH: N1-AFU-90-3
22			at other than AFLSA/JACT	destroy 2 years after FY in which litigation is concluded. AUTH: N1-AFU-90-3

NOTE: Transfer to National Archives immediately.

52. Chaplain. This table covers records pertaining to the chaplain's functions and religious program, including religious services, sacraments, and rites; religious education, leadership, and lectures; use of chapels, facilities, and equipment; professional records and reports of chaplain activities, chaplain funds, and USAF Academy chaplain records.

TABLE 52-1**CHAPLAIN ACTIVITIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program planning and administration	records used in planning, administration and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (See Note 1). AUTH: N1-AFU-90-5
1.01			(RESERVED)	(RESERVED)
2			below HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-5
3	special event case files	correspondence and other background materials pertaining to special chaplain programs	maintain to plan future programs	destroy when superseded, or no longer needed. AUTH: N1-AFU-90-5
4	nonchaplain personnel certifications	letters or documents of certification	at possessing activities	destroy on cancellation or termination of duties, whichever is sooner. AUTH: N1- AFU-90-5
4.01	(RESERVED)			(RESERVED)
5	religious education records	enrollment/registration documentation	at possessing activities	destroy when individual withdraws. AUTH: N1-AFU-90-5
6		individual class reports		destroy when no longer needed. AUTH: N1- AFU-90-5
7		consolidated class reports		destroy after 1 year. AUTH: N1-AFU-90-5
8 thru 10	(RESERVED)			(RESERVED)
11	reports	written mobility after-action reports	at managing MAJCOM	destroy after 2 years. AUTH: N1-AFU-90-5
12			tasked activities	destroy after 1 year. AUTH: N1-AFU-90-5
13		AF Form 1423, Certification of Attendance and Offerings	at installations	destroy after 2 years. AUTH: N1-AFU-90-5
14		chaplain statistical report, AF Form 1270 RCS: HAF-HCX(A)7103	consolidated at other than HQ USAF	destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-5
15			consolidated at HQ USAF	retire as permanent (See Note 1). AUTH: N1-AFU-90-5

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
16			individual reports	destroy after 1 year. AUTH: N1-AFU-90-3
16.01 thru 19	(RESERVED)			(RESERVED)
20	choir music and documentation	copies of music purchased and maintained for repeated usage		destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-5
21	chapel records	records of funerals, marriages and baptisms dated from 1949-1958		destroy after 75 years (See Note 5). AUTH: N1-AFU-90-5
22 thru 25	(RESERVED)			(RESERVED)
26	religious program contingency plans	documents and/or agreements for supplemental religious ministries and support services documents	at possessing activities	destroy when superseded. AUTH: N1-AFU-90-5
27	(RESERVED)			(RESERVED)
28	design plans and policy	project data concerning copies of initiated AF Form 332, BCE Work Request; document narrative portion of DD Form 1391, FY19__ Military Construction Project Data; programming, siting, constructing, modifying, and renovating of religious facilities including plans, definitive drawings, photographs, studies, design review stage documents, reports, and other related building project papers	HQ USAF/HC	retire as permanent (see note 1). AUTH: N1- AFU-90-5
29	(RESERVED)			(RESERVED)
30				
31	chaplain funds	document establishing fund, records of dissolution, copy of terminal audit report.	at using activity	destroy 6 years after FY in which fund is dissolved. AUTH: N1- AFU-90-5
32		equipment records	related to an active chaplain fund retained at MAJCOM	the monitoring MAJCOM will destroy after reviewing the inactivated fund records and terminal audit (See Note 6). AUTH: N1-AFU-90-5
33			at using activity	destroy 6 years after FY in which fund is inactivated (See Note 6). AUTH: N1-AFU- 90-5
34		annual equipment change report	at MAJCOM	destroy after reviewing and updating internal

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				control copy of each active chaplain funds equipment records. AUTH: N1-AFU-90-5
35			at submitting activity	destroy 4 years after end of FY to which they pertain. AUTH: N1-AFU-90-5
36		check signature cards, account access documents and related information, document authorizing petty cash, foreign currency cash account approval, approved waivers, tax information, fund transfer statements certification and approval for NCO custodians, warranty and maintenance history of equipment, safe storage limitations letter(s), MAJCOM staff assistance visit report and related items	at using activity	destroy when superseded, revoked, obsolete or when no longer needed. AUTH: N1-AFU-90-5
37		monthly accounting folder of computer produced statements, bank statements, offering certificates, deposit slips, stop payment documents, receipt and expenditure vouchers with supporting documents, monthly review documents, adjustment vouchers, Project Officer reports and related items		destroy 4 years after FY in which they pertain (See Note 4). AUTH: N1-AFU-90-5
38		monthly data disk		maintain with monthly records until annual closeout is completed (see table 37-14, rule 4). AUTH: N1-AFU-90-5
39		annual close out disk		maintain until the following FY closeout is complete and verified. AUTH: N1-AFU-90-5
40		checkbook, canceled and voided checks		retire canceled and voided checks plus attached check stubs with the FY records to which they pertain. AUTH: N1-AFU-90-5
41		(RESERVED)		(RESERVED)
42		annual statement of financial	at installation	destroy 4 years after

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		condition		end of FY to which they pertain. AUTH: N1-AFU-90-5
43			at other than installation	destroy after 2 years. AUTH: N1-AFU-90-5
44		noncurrent nonpersonal service contracts	at using activities	file with final payment voucher. AUTH: N1- AFU-90-5
45		(RESERVED)		(RESERVED)
46				
47		statements for recipients of miscellaneous income (TD Forms 1096 & 1099 misc)	at issuing activities	destroy after 4 years. AUTH: N1-AFU-90-5
48		(RESERVED)		(RESERVED)
49				
50		special activity funds written guideline	at HQ USAF/HC	destroy when superseded, revoked/withdrawn, or no longer needed. AUTH: N1-AFU-90-5
51			at using activities	destroy when superseded, revoked/withdrawn, or no longer needed. AUTH: N1-AUF-90-5
52 thru 54	(RESERVED)			(RESERVED)
55	Cadet Religious Data Listings	forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest	at the Office of the Cadet Chaplain	destroy 1 year after graduation. AUTH: NC1-461-82-2
56	Request for Chapel Facility Utilization	for scheduling wedding rehearsals, wedding services, rites, and tours in Academy chapel facilities and for keeping all chapel agencies informed of programmed facility use	at all Academy Chaplain offices	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: NC1- 461-82-2
57	Chorale Audition Record	forms concerning members of the USAFA Cadet Chorale	at Director of Cadet Chapel Music	destroy when superseded, on reassignment, or separation of individual. AUTH: NC1-461-82-2
58	Chorale/Choir Audition Record	cards for choosing new choir members each year and for recording past experiences of each		destroy upon graduation of individual's class. AUTH: NC1-461-82-2

NOTE(S):

1. Transfer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.
2. Report the availability of usable copies of music to MAJCOM/HC for possible redistribution upon inactivation of a unit.
3. (RESERVED).
4. Destroy documents required for support of any claim when the action is resolved provided the retention period has elapsed.
5. Records after 1958 have been sent to the Military Ordinariate.
6. Inactive records (pages) maybe destroyed when the last date of activity is six years old.

60. Standardization. These tables cover records related to the policies and procedures on the use of Air Force, DOD, and government (Federal, State, and local) resources.

TABLE 60-1**STANDARDIZATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Standardization Status - AF Only	AFMC standardization forms used in assigning status to AF equipment	applicable only to the AF	destroy 3 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	Standardization Status - Other		of concern to DOD or other military departments	destroy 3 years after related materials and equipment have become obsolete to all military departments, or when records have been superseded, cancelled, or rescinded, whichever is later. AUTH: N1-AFU-90-3
3	Interchangeability	cards and similar or related records used in determining item and equipment interchangeability and substitution		destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 60-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	International Standardization - Agreements	agreements (permanent and test project) agreed upon by all parties	record copy at HQ USAF International Standardization Office	retire as permanent upon dissolution of the agreement (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9
5	International Standardization - Working Parties (Record Copies)	correspondence, reports/minutes, agendas, attendees, charters, terms of reference, policy guidance and related records pertaining to standardization activities of the: North Atlantic Council Defense Planning Committee (NACDPC); North Atlantic Military Committee (NAMC); NATO Military Agency for Standardization (MAS); Combined Communications-Electronics Board (CCEB); American-British-Canadian- Australian (ABCA) Armies; Air Standardization Coordinating Committee (ASCC); special working groups, groups of experts, and subgroups; similar organizations and their subelements	record copy of management and individual meeting case files at HQ USAF International Standardization Office	retire as permanent upon dissolution of the working party (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9

TABLE 60-2**TECHNICAL AND PROCUREMENT DATA (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	specifications	specifications and related record transmittal coordination, and comparable or related records		destroy after 2 years, or after receipt of the published specifications, whichever is sooner. AUTH: N1-AFU-90-3
2	engineering and technical data specifications	specifications and related records-such as drawings, parts catalogs, and other procurement and technical data	used in procurement documentation	destroy after 2 years. AUTH: N1-AFU-90-3
3			used in procurement action	destroy after completion of the procurement action. AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	identification markings, container marking, and AGE control		retained with copy of PRs/MIPRs/LPRs	see table 64-2. AUTH: N1-AFU-90-3

NOTE: See table 60-4 for management of contractor data.

TABLE 60-3**DESIGNATING AND NAMING DEFENSE EQUIPMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requests for nomenclature/type designations	correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines		retire as permanent (See Note 4). AUTH: NC1-AFU-81-4
2		request of nomenclature forms and related correspondence	requests and approvals of type designations for MIL-STD- 155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items	destroy 2 years after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3
3			requests and approvals of type designations for MIL-STD- 196 Joint Electronics	destroy after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3
4		nomenclature cards prepared from request of nomenclature data, including microfilm copies	at ASD/ENESS, Wright- Patterson AFB OH	destroy when no longer needed (See Note 3). AUTH: N1-AFU-90-3

TABLE 60-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			information copies	destroy upon receipt of microfilm copies. AUTH: N1-AFU-90-3
6	source request log	source request numbers as required on request of nomenclature forms	at ASD/ENESS, Wright-Patterson AFB OH	destroy after 1 year. AUTH: N1-AFU-90-3
7	DOD list of model designations of military aircraft, rockets and guided missiles	published designation listings approved by HQ USAF		destroy when superseded. AUTH: N1-AFU-90-3
8	log of all type designation assignments except electronics (See Note 1)	loose-leaf tables containing serial numbers assigned to nomenclature assignment records	at ASD/ENESS, Wright-Patterson AFB OH	destroy when no longer needed. AUTH: N1-AFU-90-3
9	master list of popular names assigned to aircraft, missiles and rockets (See Note 2)	all names that have been assigned to aerospace vehicles		retire as permanent (See Note 5). AUTH: NC1-AFU-80-8
10			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Electronic equipment designations under MIL-STD-196, Joint Electronics Type System, is managed by US Army Communications Electronics Materiel Readiness Command (DRSEL-LE-TN), Fort Monmouth, NJ.
2. The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (see AFR 82-4).
3. Return microfilm cartridges to ASD/ENESS, Wright-Patterson AFB OH, for reuse.
4. Transfer to National Archives in 5-year blocks when records pertain to equipment that has been out of AF inventory for at least 20 years.
5. Transfer to National Archives in 5-year blocks when latest record is 25 years old.

TABLE 60-4**MANAGEMENT OF CONTRACTOR DATA**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	data item description (DID)	a case file on each standard or one-time DID containing DID, form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors	at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs)	destroy when no longer needed. AUTH: N1-AFU-90-3
1.01	(RESERVED)			(RESERVED)
2	requirement for data to be acquired from industry and DoD agencies under terms of a contract	data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections, and surveillance actions	at PDMOs	destroy on completion of the program. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4				
5	data management program, policy evaluation	studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews	at MAJCOM data management offices	destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-3
6			at other than MAJCOM data management offices	

NOTE(S):

1. RESERVED
2. Records are not authorized for retirement to Federal Records Centers. Any records already stored there should be returned to the retiring activity for appropriate disposal.

61. Scientific/Research and Development. These tables cover records pertaining to the policies, procedures and standards for research, development, test and evaluation, including the production of scientific and technical studies to seek new basic knowledge from which techniques for improved aeronautical equipment, material, and utilization of human resources can be devised; studies to establish the technical adequacy and qualitative characteristics of materiel; operational test and evaluation (OT&E) of all types of equipment and systems including weapons systems, new and modified equipment, tactics, techniques and procedures that satisfy immediate operational requirements and/or provide a basis for development of increased capabilities.

TABLE 61-1

R&D PLANNING AND PROGRAMMING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	HQ USAF requirements and objectives	Required Operational Capabilities (ROCs) and related feasibility studies, Required Action Directives (RADs) and related correspondence used as a basis for formulating R&D efforts (see AFR 80-2)	at HQ USAF OPR	retire as permanent (See Note). AUTH: NC1-AFU-80-8
2			action office copies maintained with program, project or system records	see tables 61-2 and 63-9. AUTH: N1-AFU-90-3
3				destroy on completion of program or project or when no longer needed (See Note). AUTH: N1-AFU-90-3
4	HQ AFMC requirements and objectives	AFMC planning activity reports, technical plans for aerospace instrumentation, and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFR 80-2)	at preparing offices	retire as permanent after 5 years (See Note). AUTH: NC1-AFU-80-8
5			at other than preparing offices	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
6	implementation documents in system program or project case file	plans and proposals, i.e., R&D planning summaries, development concept papers, area coordinating papers, program change proposals, and proposal records; directives and decisions, i.e., development program authorizations, guidance, program change decisions, program/budget decisions, and related records		see tables 61-2 and 63-9. AUTH: N1-AFU-90-3
7			not in case file	destroy on completion of R&D effort or when no longer needed. AUTH: N1-AFU-90-3
8	independent R&D evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by AF, Army or Navy, and coordinated among the services)	at HQ AFMC	destroy 2 years after completion of action. AUTH: N1-AFU-90-3

TABLE 61-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			Army or Navy evaluations accumulated at HQ AFMC	destroy 1 year after coordination or final consolidation. AUTH: N1-AFU-90-3
10			all evaluations other than in rules 8 and 9	destroy when no longer needed. AUTH: N1-AFU-90-3
11	summary, status, and projected program reports	indexes of USAF R&D projects, priorities, and program elements, financial status-R&D and procurement programs, and comparable reports	at HQ AFMC office of record	retire as permanent after 2 years (See Note). AUTH: NC1-AFU-80-8
12			at other than HQ AFMC office of record	destroy when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	Technical Objectives and Technical Objectives Documents (TODs)	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC	TODs with background Technical Objectives at HQ AFMC	retire as permanent 2 years after they are superseded or obsolete (See Note). AUTH: NC1-AFU-80-8
14			TODs and Technical Objectives retained by preparing office	destroy on publication of TOD by HQ AFMC. AUTH: N1-AFU-90-3
15			TODs and Technical Objectives accumulated by activities other than HQ AFMC or preparing office	destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
16	unsolicited proposals	unsolicited articles, disclosures, and voluntary proposals, and their evaluations (see table 51-2, rule 3, for invention disclosures)		maintain accepted proposals and evaluations with project/task area or system records, and use same retention period. AUTH: N1-AFU-90-3
17				destroy rejected proposals and evaluations after 6 months. AUTH: N1-AFU-90-3
18		listings, forms, logs or other records		destroy when no longer needed. AUTH: N1-AFU-90-3
19	scientific and technical reference	collections of technical and scientific materials		destroy when superseded, obsolete or

TABLE 61-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	files			no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
20	government-industry data exchange program (GIDEP)	technical and scientific records, abstracts of such, and microfilm files furnished by GIDEP		destroy indexes when replaced by updated ones. Return microfilm cartridges to GIDEP Operations Center on request. Submit responses to UDR to Operations Center. Destroy SETE reports when no longer needed. Destroy failure rate data products when updated copies are received. AUTH: N1- AFU-90-3
21	Independent Research Fund records (laboratory Director's funds)	records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist		destroy 2 years after close of FY in which effort was completed or terminated. AUTH: N1-AFU-90-3
22				destroy disapproved and rejected requests after 2 years or when no longer needed. AUTH: N1-AFU-90-3
23		independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc.,	accumulated and maintained as a complete case file by the technical engineer/scientist assigned responsibility for the effort but not transferred to the regular R&D program	destroy 5 years after the close of FY in which the effort was completed or terminated. AUTH: N1-AFU-90-3
24				see table 61-2, rule 1 for independent research records transferred to the regular R&D program. AUTH: N1-AFU-90-3
25			records accumulated by HQ AFMC and other activities	destroy on completion or termination of effort. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 61-2

INDIVIDUAL R&D PROJECTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	R&D case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical evaluations, results and conclusions; technical documentary reports, management reports on R&D efforts and engineering services; operating reports, i.e., progress management rush, and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books	accumulated and maintained as a complete record by a project task area or work unit scientist, engineer, or officer having prime responsibility for an approved R&D effort from its initiation through development, design and testing to completion	disposition pending. AUTH: Unscheduled
2	R&D support case files		accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility	destroy 3 months after termination or completion of the activity's participation in the R&D effort. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4				
5	R&D documentation		accumulated by activities other than rules 1 and 2	destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	engineering services program (ESP)	records accumulated for engineering services performed by AFMC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries, and other pertinent records	significant ESPs accumulated by HQ AFMC OPR	destroy 2 years after completion or termination of the engineering service. AUTH: N1-AFU-90-3
7			accumulated by HQ AFMC OPR for services performed for AFMC activities	see table 21-12. AUTH: N1-AFU-90-3

TABLE 61-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			accumulated by activities other than HQ AFMC OPR	destroy on completion or termination of effort, or when no longer needed. AUTH: N1- AFU-90-3
9	cooperation with other countries in R&D of defense equipment	multinational R&D and production programs documentation	at OPR	disposition pending. AUTH: Unscheduled
10		technical data exchange programs, including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)	at OPR	disposition pending. AUTH: Unscheduled

TABLE 61-3**R&D TEST AND EVALUATION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	data collection records	raw test data, including magnetic tapes (digital, analog, video, and loop tapes), radarscope films, photographic instrumentation, motion picture film, punch cards, and similar records a result of T&E and R&D efforts		destroy on completion or termination of effort, or when no longer needed (See Note 5). AUTH: N1-AFU-90-3
2	data reduction records	tapes of computed data, including intermediate working tapes, oscillograms, Sanborn charts, vibrogram graphs, vibration power density plots (X-Y plots), computer listings (read-out sheets), Delta-V- Graphs, space-time data reduction reports, and similar records		destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed. AUTH: N1-AFU-90-3
3	R&D test analysis and evaluation reports	summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis, and recommendations made by evaluator and furnished to interested agencies and activities	in system or R&D case file	see tables 61-2 and 63- 9. AUTH: N1-AFU- 90-3

TABLE 61-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			in ESP case files	see table 61-2. AUTH: N1-AFU-90-3
5			all copies other than those in R&D or ESP case files	destroy on completion or termination of effort, or when no longer needed. AUTH: N1-AFU-90-3
6	test supervision	records created by AF test facilities providing supervision over tests accomplished by operating contractors, and indirect support to tasks and contracts under assigned R&D projects	test facility records reflecting discrepancies noted and corrective action taken	destroy 1 year after completed action, or 1 year after inactivation, whichever is sooner. AUTH: N1-AFU-90-3
7			test facility records reflecting direction provided, or which determine course of a program	destroy after 5 years. AUTH: N1-AFU-90-3
8			filed in R&D project case file	see table 61-2. AUTH: N1-AFU-90-3
9			not in case file or at test facility	destroy on completion of related effort, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10	hearing conservation data	forms and related records containing audiometric data and noise exposure information		see table 44-4 for originals. AUTH: N1-AFU-90-3
11				destroy copies after data is extracted and placed on cards for data processing. AUTH: N1-AFU-90-3
12				destroy cards after data has been placed on magnetic tape. AUTH: N1-AFU-90-3
13				destroy tape when no longer needed, or after 25 years, whichever is sooner. AUTH: N1-AFU-90-3
14	aeromedical research data	medical examinations performed on selected personnel by medical facilities throughout the AF, and forwarded to USAF School of Aerospace Medicine, Brooks AFB (See Notes 1 and 2)		destroy paper after determining that resulting microfilm meets archival standards. AUTH: N1-AFU-90-3

TABLE 61-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15				destroy microfilm when no longer needed. AUTH: N1-AFU-90-3
16	natural aerospace environmental data acquired during R&D (See Note 3)	upper air and space data above normal termination level of conventional sounding instruments, including information from rawinsondes, radiosondes, rockets, probes, satellites, or other vehicles or techniques yielding high-level data		see table 61-2, and rules 1 and 2 above (See Note 4). AUTH: N1-AFU-90-3
17		micrometeorological data at any level of the atmosphere, including data for small intervals of space or time, distributed vertically or horizontally		
18		meteorological data at any level of the aerospace environment for locations and/or times for which these data are not normally observed and recorded on a routine basis		

NOTE(S):

1. The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included.
2. Data from these records are coded and compiled by USAFSAM in support of the aerospace medical fitness program and ECG library. These records include AF Form 81, Aerospace Survey-Identification Data; SF 88, Report of Medical Examination; SF 93, Report of Medical History, Electrocardiograms (ECGs); Electroencephalograms (EEGs); Tonometry; Optic Fundi Photographs; Pulmonary Function Data; Phonocardiograms and X-rays.
3. On completion of evaluation of the validity of these data, a complete description is sent to the Environmental Technical Applications Center, Scott AFB IL 62225. After evaluation, that Center furnishes the acquiring activity a listing of records desired. Copies can be furnished the Center on microfilm, tape, printout, or any other method which the acquiring activity may deem most feasible.
4. Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained.
5. All audiovisual media will be screened for possible historical significance and those items will be forwarded to the 1352 AVS, ATTN: DOD Motion Media Records Center.

TABLE 61-4

CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	characteristics guides	record sets of each characteristic guide published, including background material and other data provided for in AFI 37-160V1	at issuing activity;	retire as permanent. Transfer to the National Archives 20 years after disposal of the specific weapon systems. AUTH: NC1-AFU-81-11
2		guides and current outstanding addenda no longer required	at other than issuing activity	forward in their binders to 2750 ABW/IMBW, Wright-Patterson AFB OH 45433-5000. AUTH: N1-AFU-90-3
3		superseded guides		destroy. AUTH: N1-AFU-90-3
4		manuscripts or proofs		see table 37-7. AUTH: N1-AFU-90-3
5	AFMC design handbook	special publications providing a current authoritative source of design data in support of the definition, design and development of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance	at HQ AFMC OPR	retire as permanent when system is out of inventory. Transfer to the National Archives in 5-year blocks when most recent records pertain to systems out of the inventory for 30 years. AUTH: NC1-AFU-81-8
6			at other than HQ AFMC OPR	destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
7		all background material for publications covered by rule 5	at HQ AFMC OPR	retire when system is out of inventory; destroy when records pertain to systems out of inventory for 30 years. AUTH: N1-AFU-90-3
8		all background material for publications covered by rule 6	at other than HQ AFMC OPR	destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 61-5

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AFOTEC-conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC)(Notes 1 and 2) AUTH: N1- AFU-87-19
1.01			at the AF OT&E Data Bank	retain copies until disestablished, then handle as directed by HQ USAF AUTH: N1- AFU-87-19
1.02			at other activities	destroy when no longer needed AUTH: N1- AFU-87-19
1.03		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records (Note 5)	maintained by test/ project managers and directors	forward to AF OT&E Data Bank upon program termination (Note 1) AUTH: N1- AFU-90-37
1.04			at the AF OT&E Data Bank	permanent copy on microfilm; transfer microfilm to NARA when 20 years old AUTH: N1-AFU-87-19
1.05			at other activities	destroy when no longer needed. AUTH: N1- AFU-87-19
2	MAJCOM- conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank, Command History Office, and DTIC (Notes 1 and 2) AUTH: N1-AFU-87-19
2.01			at the AF OT&E Data Bank	destroy paper copies when no longer needed AUTH: N1-AFU-87-19
2.02			at other activities	destroy when no longer needed. AUTH: N1- AFU-87-19
2.03		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records (Note 5)	maintained by test/ project managers and directors	cutoff when program/project completed; destroy when 30 years old AUTH: N1-AFU-90-37

TABLE 61-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.04			at other activities	destroy when no longer needed AUTH: N1- AFU-87-19
3	raw test data, data reduction records	computer tapes, disks, and other electronic records, photographic data and imagery (except summary film and video tape), audio tapes, punch cards, printouts, worksheets, and similar data (including intermediate working tapes, computer listing/readout sheets, space-time data reduction reports) and other documentation not specifically described in this table		destroy when data has been reduced, analyzed or otherwise is no longer needed (Note 3) AUTH: N1-AFU-87-19
4	liaison contractual case files	contracts, purchase orders, other contractual instruments, all supporting data and information documenting the negotiation, administration and payment of individual procurement transactions associated with a USAF- directed AFOTEC-conducted OT&E effort	at contract support activity providing liaison among comptroller procurement activity and OT&E program manager	destroy upon final payment under the contract AUTH: N1- AFU-87-19
5	OT&E scientific and technical reference materials	collections of technical and scientific materials, including: information copies of range program directives, range requirements and validation documents, similar data and related correspondence; and information copies of threat assessment reports, threat environmental descriptions, special studies and reference materials and related work	used in reference and research in OT&E efforts, management of OT&E range requirements/test resources, and verification of test realism and not returnable to, or suitable for, libraries as scholarly reference	destroy when superseded, obsolete or no longer needed, whichever is sooner AUTH: N1-AFU-87-19
6	OT&E audiovisual records	video tapes, 35mm slides and film strips of program test results		on completion or termination of test/project, forward to USAF OT&E Data Bank (Note 1) AUTH: N1-AFU-87-19
6.01			at USAF OT&E Data Bank	when no longer needed for reference forward audiovisual material with historical significance to the DOD Motion Media Depository (Note 4) AUTH: N1-AFU-87-19

NOTE(S):

1. Address of AF OT&E Data Bank is HQ AFOTEC/RSD, Kirtland AFB NM 87117-7001. Address of Defense Technical Information Center is DTIC/FDAC, Cameron Station, Alexandria VA 22304-0145.
2. Forward special intelligence documentation to the Special Intelligence Central Repository, HQ AFIC/IMQF, San Antonio TX 78243-5000.
3. If a follow-on OT&E will take place, the test/project manager may keep relevant records in current files area. At HQ AFOTEC, the AF OT&E Data Bank can provide or arrange for temporary storage of raw test data until no longer needed.
4. Address of DOD Motion Media Depository is 1352nd AVS, Attn: DOD Central Motion Media Records Center.
5. If Environmental Impact Statement (EIS) is developed, then dispose of EIS per Tables 32-1, 32-2, 32-17, or 32-31.

TABLE 61-6**CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	technical evaluation of contractor IR&D programs	copies of technical evaluation forms sent to other technical lead organizations and the associated contractor technical plans or IR&D projects	at evaluating organizations	destroy 2 years after completion of contractor fiscal year (note 1). AUTH: N1- AFU-89-15
2		technical evaluation forms and associated technical plans (for technical lead responsibilities)	at technical lead organizations	destroy 3 years after completion of contractor fiscal year (note 2). AUTH: N1- AFU-89-15
3		technical evaluation summary reports with all related attachments and other supporting information		
4		technical evaluation summary reports with all related attachments, potentially military relationship determinations and cost classification determinations and supporting records	at Air Force IR&D Technical Manager's office	destroy 11 years after completion of contractor fiscal year (note 3). AUTH: N1- AFU-89-15
5		contractor technical plans having Air Force technical lead organizations		destroy 11 years after completion of contractor fiscal year (note 4). AUTH: N1- AFU-89-15
6		contractor technical plans having non- Air Force technical lead organizations		destroy after completion of contractor fiscal year. AUTH: N1-AFU-89-15
7	Air Force IR&D Policy Council	council meeting records (includes meeting announcements, background book, briefing charts, and meeting minutes)	record copy at Executive Secretary's office	destroy after 25 years (note 5). AUTH: N1- AFU-89-15
8			council members and advisors' copies	destroy when no longer needed. AUTH: N1- AFU-89-15

TABLE 61-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	Department of Defense (DOD) IR&D Policy Council	council meeting records (includes meeting announcements, background book and briefing charts if different from associated Air Force IR&D Policy Council meeting, and meeting minutes)	record copy at Air Force IR&D Policy Council Executive Secretary's office	destroy after 25 years (note 5). AUTH: N1-AFU-89-15
10			other copies	destroy when no longer needed. AUTH: N1-AFU-89-15

NOTE(S):

1. Hold these records at the unit for two years after completion of the contractor fiscal year, then destroy.
2. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy.
3. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy locally (if space permits) after an additional eight years.
4. Hold these records at the unit for one year.
5. Hold these records in the office for 10 years, then transfer to staging area where they are retired after one year to the Washington National Records Center or other designated federal records center where they are destroyed after an additional 14 years.

TABLE 61-7**PROGRAM REQUIREMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	special basic research programs	accepted applications, resumes, academic transcripts, program guidelines/descriptions, Broad Agency Announcements (BAA), program brochures/ announcements, technical research interest/status reports, proposals, technical reports, summary reports, minutes, presentation material, agreements, evaluations, recommendations, correspondence and related records	maintain by the Laboratory Program Representative (LPR)	destroy 2 year assignment/tenure ends or when no longer needed, whichever is later. AUTH: N1-AFU-89-10
2		unaccepted applications		destroy 6 months after submission, or when no longer needed, whichever is later. AUTH: N1-AFU-89-10

62. Developmental Engineering. These tables cover records pertaining to policies and procedures on all aspects of developmental engineering, including systems, equipment, and supplies, and on engineering programs to improve an item.

TABLE 62-1**MANUFACTURING METHODS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Manufacturing Methods Program	records relating to the establishment of policies, procedures, objectives, technical assistance, and consultation	at HQ USAF	disposition pending. AUTH: Unscheduled
2			at OPRs designated by HQ AFMC	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	manufacturing methods project files	contractual and procurement records; financial management reports; progress letters; patent, copyright, exhibits, and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures, and other supporting data; final technical reports describing the manufacturing methods required; detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; and related data	at OPRs designated by HQ AFMC	destroy 30 years after completion or termination of manufacturing methods project (see table 61-1, rule 17, for rejected unsolicited proposals). AUTH: N1-AFU-92-26
4			at responsible system/project office	retire with applicable system/project/task case file. AUTH: N1-AFU-90-3

TABLE 62-2**VALUE ENGINEERING PROGRAM RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	value engineering	policies and implementing instructions	at HQ USAF and MAJCOMs	retire as permanent (See Note). AUTH: NN-173-313
2			below MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
3		procedures, actions and status reviews of the value engineering program		

TABLE 62-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	implementing plans	objectives, task descriptions management reviews, in-house projects and related activity records	below HQ USAF	destroy 1 year after rescission or supersession. AUTH: N1-AFU-90-3
5	evaluations and reports	statistical summaries of value engineering actions and related records		destroy 3 years after close of FY. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

63. Acquisition. These tables cover records pertaining to all aspects of the Air Force Acquisition System.

TABLE 63-1**INDUSTRIAL READINESS AND MOBILIZATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	industrial mobilization and procurement planning	facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related correspondence		retire as permanent (See Note). AUTH: NC1-AFU-80-8
2	national industrial plant reserve program	forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants		destroy after 2 years. AUTH: N1-AFU-90-3
3		mobilization planning status of government-owned or sponsored plants, and related records	at HQ AFMC	
4	DOD industrial readiness planning program	requests for registration of plants, notice of transfer requests for changes in current register of planned emergency producers, requests for planning authority, schedules, planning agreements, production planning records, factual data concerning production capabilities, plant loading records, allocation of capacity, application forms reports correspondence, and related or comparable records		destroy when superseded, when planning actions desired are reflected in revised register of planned emergency producers, or after facility has been dropped from the program, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	procurement reserve program	production planning schedules		destroy 18 months after superseded or obsolete. AUTH: N1-AFU-90-3
6		production and facility data		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
7		worksheet data		destroy when information has been incorporated into the applicable format report. AUTH: N1- AFU-90-3
8	consolidated Republic of Vietnam Air Force (RVNAF) improvement and modernization program	production planning schedules, DOD guidelines for T-day studies, impact data covering production stretchouts, etc.,		retain as permanent (See Note). AUTH: NC1-AFU-80-8
9		worksheet data and backup information		destroy 1 year after data is transferred onto the applicable format report. AUTH: N1- AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 63-2**INDUSTRIAL EQUIPMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	property records	DOD property record, DOD property supplementary data, and similar forms and records	at the designated monitoring activity, and used for inventory control	destroy when no longer needed, or 2 years after final disposition of the equipment, whichever is sooner. AUTH: N1- AFU-90-3
2			at activities other than the monitoring activity, and used in various phases of inventory, reallocation, turn-in of industrial equipment, or similar purposes	destroy on completion of action. AUTH: N1- AFU-90-3

TABLE 63-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	historical files	inventory, inspection, and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild), and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports, and related control records which are retained in other administrative or official contract files or used for other purposes; and technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists, and lubricating charts	at DOD components	send the historical file to the consignee. AUTH: N1-AFU-90-3
4			at a non-DOD agency or organization, or sold	offer the file, consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms), for transfer with the installation plant equipment. AUTH: N1-AFU-90-3
5			item of IPE	destroy all historical record data pertaining to an item of IPE that is no longer needed. AUTH: N1-AFU-90-3
6			destroyed or abandoned	destroy all historical data on an item of IPE destroyed or abandoned except technical manuals, manufacturers literature, and similar

TABLE 63-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item. AUTH: N1-AFU-90-3
7			at the former AFDIER Storage Site #7, and transferred to NPRC (MRC)	destroy after 5 years. AUTH: N1-AFU-90-3
8		manual data forms maintained with equipment in current use filled-in and last entries have been carried to new forms		retain as part of the equipment historical file, or destroy after 3 months if they do not contain history information. AUTH: N1-AFU-90-3

TABLE 63-3**INDUSTRIAL FACILITIES RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Industrial Defense Survey	records used in conducting a survey of a facility to determine the areas, elements, or other aspects of portions of the facility which should be protected, and how to best protect them	superseded, or facility is deleted from the key facilities list	destroy when no longer needed. AUTH: N1-AFU-90-3
2			at a facility whose industrial defense cognizance has been transferred	transfer the complete file to the gaining activity. AUTH: N1-AFU-90-3

TABLE 63-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Program Funding	studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program, or project, the facilities, resources, and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.)	at HQ USAF and MAJCOMs (See Note 1)	destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds AUTH: GRS5,ITEMS1&4
4			below MAJCOMs	
5	(RESERVED)			(RESERVED)
6	Industrial Facilities Case Files	real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal records reflecting the planning, acquisition, and administration of facility projects		Permanent; transfer to NARA 50 years after inactivation of facility (see note 2) AUTH: N1-AFU-81-32
7			with a prime contract	destroy in accordance with table 64-1. AUTH: N1-AFU-90-3
8	general purpose production equipment records	records related to Government-owned equipment or machinery furnished to contractors, including subcontractors, when specifically provided for in the terms of a written contract, bailment agreement, or lease		
9	facility capability report system	preaward survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and productive capacity, and comparable records		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.
2. Records sent to FRCs prior to 1 January 1994 are interspersed with disposable records covered by Rule 6.01. During archival processing by NARA staff at the time of transfer to NARA the minor facility modification contract will be segregated and will remain in an FRC until eligible for disposal.

TABLE 63-4**PRIORITIES AND ALLOCATIONS RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	register of contractor requirements and priorities assistance requests	requirements and priorities assistance requests with control number	at the OPR	destroy 1 year after final processing. AUTH: N1-AFU-90-3
2 thru 7	(RESERVED)			(RESERVED)
8	Title I Program Office Operating Procedures	operating procedures, organizational charts, etc.,	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
9	Title I Program Office Operating Procedures - below MAJCOM		below MAJCOM	destroy when superseded, obsolete, or rescinded. AUTH: N1-AFU-90-3
10	bills of materials and unit weight summaries	raw, basic processed, and semifabricated materials, unit weight listing for airframes, engines, etc.,	at MAJCOMs	destroy 25 years from date of bill of material (See Note). AUTH: N1-AFU-90-3
11			below MAJCOM	destroy on completion of contract (See Note). AUTH: N1-AFU-90-3
12	history of DMS and Defense Priority System (DPS)	sampling of organization and function charts, policy, procedures, and miscellaneous administration data	at MAJCOMs	retire as permanent. AUTH: NC1-AFU-79-54
13			below MAJCOM	destroy on completion of contracts. AUTH: N1-AFU-90-3
14	DMS audit reports	reports of installations and contractor plants and related correspondence	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
15			below MAJCOM	destroy 6 months after next clear audit. AUTH: N1-AFU-90-3
16	Critical & Strategic Materials (Historical)	reports, supporting data, and related correspondence	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
17	Critical & Strategic Materials (Historical) - below MAJCOM		below MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
18	critical shortage case files	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	at MAJCOMs	destroy 3 years after close of case. AUTH: N1-AFU-90-3
19			below MAJCOM	destroy 3 months after completion of action. AUTH: N1-AFU-90-3
20	(RESERVED)			(RESERVED)

NOTE(S):

1. The 1984 Defense Priorities and Allocations System regulation rescinded or replaced these records, which have now passed their destruction date.
2. Destroy bills when revisions are received and summarized.

TABLE 63-5

CONSERVATION PROGRAM RECORDS (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reports	monthly reports	at HQ AFMC and contract management division	destroy after 1 year. AUTH: N1-AFU-90-3
2			at AF contract management divisions and AF plant representatives	destroy after 6 months. AUTH: N1-AFU-90-3
3		quarterly reports	at HQ AFMC and contract management divisions	destroy after 1 year. AUTH: N1-AFU-90-3
4	surveys			destroy after 2 years. AUTH: N1-AFU-90-3
5			at contract management districts and AF plant representatives	destroy after 1 year. AUTH: N1-AFU-90-3
6	minutes of advisory board meetings		at HQ AFMC, contract management divisions, AF contract management regions, and AF plant representatives	
7			at contract management region advisory boards to which they pertain	destroy after 2 years. AUTH: N1-AFU-90-3
8	USAF semiannual report on conservation of critical material		at HQ AFMC and contract management divisions	
9			at AF contract management districts and AF plant representatives	destroy after 1 year. AUTH: N1-AFU-90-3
10	brochures and/or conference minutes		at sponsoring activities	destroy after 5 years. AUTH: N1-AFU-90-3
11			at other than sponsoring activities	destroy after 2 years. AUTH: N1-AFU-90-3
12	bulletins and newsletters		at publishing activities	
13			at other than publishing activities	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE: These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

TABLE 63-6

ACQUISITION QUALITY ASSURANCE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	prime contracts and related data	copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting, and recording the results of product inspection, auditing of both AF and contractor quality assurance systems and procedures, and effecting clearances of deficiencies revealed		destroy 1 year after final shipment on the contract. AUTH: N1- AFU-90-3
2	subcontracts and related data			destroy 6 months after final shipment on the subcontract. AUTH: N1-AFU-90-3
3	surveillance records	production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of activity, whichever is sooner. AUTH: N1- AFU-90-3
4	survey records	special survey records, staff summary reports, and related papers		destroy 18 months after action has been completed, or 1 year after inactivation of facility or operations, whichever is sooner. AUTH: N1-AFU-90-3
5	inspection records	contractor's written agreement and AF approval of single standard quality assurance system materials, and process certifications, and approvals of personnel and/or equipment comparable certifications or approvals, and related papers		destroy 6 months after cancellation of the certification and/or approval, or inactivation of facility, whichever is sooner. AUTH: N1-AFU-90-3
6		inspection log sheets, material review board decisions, material inspection and receiving reports, inspector's copy of contractor's shipping record, invoice or packing sheet bearing approval stamp of AF inspector, AF flight test check lists, reports of discrepancies during acceptance inspection and flight test of aircraft, contractor's test reports, comparable forms, and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of facility or operation, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	unsatisfactory, damaged, or defective material	report of damaged or improper shipment, comparable forms, reports and related papers		see table 21-4. AUTH: N1-AFU-90-3
8	other than AF contracts			destroy 1 year after final shipment on the related contract. AUTH: N1-AFU-90-3
9	foreign military sales (FMS) and NATO inspection case files	statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests, and related documents		destroy 3 years after US Government inspection is performed or case is closed. AUTH: N1- AFU-90-3
10	material inspection exchange agreements	copies of formal exchange agreements between the AF and other Government agencies in connection with the interchange of materials inspection service, applicable directives, correspondence filed therewith concerning transfer of inspection cognizance, inspection exchange agreement lists, reports of conferences, and related records		destroy 1 year after related exchange agreement is superseded or rescinded. AUTH: N1- AFU-90-3
11	photographic material inspection	radiographs, micrographs, and other film and prints acquired in the process of inspecting material before acceptance by the AF		destroy 6 months after final payment on related contract (See Note). AUTH: N1- AFU-90-3
12	quality deficiency reporting	Category I and II quality deficiency reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, periodic depot maintenance (PDM), overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors		destroy 1 year after completion of corrective action. AUTH: N1-AFU-90-3
13			maintained for reporting deficiencies and the development of trends on the contractors performance and materiel as relates to work conducted at other than the depot maintenance facility	destroy 3 years after submission of the deficiencies for corrective action. AUTH: N1-AFU-90-3

TABLE 63-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and related correspondence		destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE: When photographic material inspection records relate to an unsettled claim, they are not destroyed until settlement of claim.

TABLE 63-7**SUPPLY QUALITY ASSURANCE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	supply surveillance, inspection and analysis	destination acceptance inspection record and comparable records		destroy after 1 year. AUTH: N1-AFU-90-3
2		receiving inspection data summary, and comparable records		destroy after 3 months (EXCEPTION: when action is pending, destroy on completion of action). AUTH: N1- AFU-90-3
3		charts, graphs, trends, special and summary reports, and comparable records		destroy after 4 years. AUTH: N1-AFU-90-3
4	data establishing control requirements relative to acceptance at destination	copies of prime contracts, PRs/MIPRs, data sheets, contract changes, amendments, and other applicable data		destroy 6 months after receipt of final shipment on the contract. AUTH: N1- AFU-90-3
5	inspection instructions, standards and procedures	copies of stock lists, addenda, technical orders, manufacturers parts lists, specifications, drawings, and other records establishing identification, marking, and packaging requirements, reinspection dates, physical characteristics etc.,		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 63-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	materiel review board	board decisions, record of all board actions, follow-up control procedures used in remedying causes of discrepancies, etc.,	at materiel review boards relative to problems arising in destination acceptance, discrepancies in packing, marking and minor identification errors and more technical types of discrepancies involving questions of substitutions and variations from purchase orders, specifications, drawings, requirements etc.,	destroy 2 years after action has been completed, or 1 year after inactivation of the facility or operation, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-8

QUALITY ASSURANCE STAMP RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	quality assurance (QA) stamp records	records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgments of receipt		destroy 1 year after return of related stamps to parent QA office. AUTH: N1-AFU-90-3
2		records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in		destroy 1 year after final turn-in of stamp by individual. AUTH: N1-AFU-90-3
3		semiannual certification of accountability		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
4		perpetual inventory of stamps, including type, stamp number date of issue, and unit or individual's name		
5		unissued stamps	at MAJCOMs	destroy when unserviceable or no longer needed. AUTH: N1-AFU-90-3
6			below MAJCOMs	send to parent QA office when unserviceable or no longer needed, as applicable. AUTH: N1-AFU-90-3

TABLE 63-9

ACQUISITION MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	system acquisition program files	initial required operational capability (ROC), development concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselines, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility for approved systems	send to system program office on program approval. AUTH: N1-AFU-90-3
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (See Note 1). AUTH: N1-AFU-90-3
3			at system program offices	retain under rule 5. AUTH: N1-AFU-90-3
4			at other activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, baselines, production and deployment phases of the acquisition life cycle	at system program offices	destroy 30 years after the system is terminated or phased out of the inventory. AUTH: N1-AFU-90-3
6			at monitoring, supporting, testing, and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-9**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at system program offices	send to using/supporting command in accordance with the PMRT and turnover agreement. AUTH: N1-AFU-90-3
8			at system program offices but not needed by the using/supporting command or when no such command exists	destroy 6 years after the system is phased out of the inventory or terminated (See Note 2). AUTH: N1-AFU-90-3
9			at the using/supporting commands	
10			at monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-90-3
11	selected acquisition reports	quarterly reports		destroy 3 years after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at HQ AFCMD, AFPROs, AFCMOs, program managers, and monitoring organizations	destroy when superseded or on termination of contract administration support of the program. AUTH: N1-AFU-90-3
13	DoD plant cognizance program case files	questionnaires, agreements and related records created under the DoD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DoD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH: N1-AFU-90-3
14			at AFPROs and monitoring organizations	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	defective parts and components control program	government-industry data exchange program forms (ALERT)	at system program offices	destroy on inactivation. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy materials related to on-going programs when no longer needed.
2. Destroy records placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.

TABLE 63-10

INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION MANAGEMENT DOCUMENTATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	system acquisition program files	initial required operational capability (ROC), developmental concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselining documents, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibilities for approved systems	send to HQ BSD, on program approval. AUTH: N1-AFU-86-7
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (See Notes 1 and 6). AUTH: N1-AFU-86-7
3			at HQ BSD	see rule 5. AUTH: N1-AFU-86-7
4			at other activities	destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
5		program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle	at HQ BSD	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. (See Notes 2, 5, 8). AUTH: N1-AFU-86-7

TABLE 63-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at HQ BSD subordinate field test activities and Site Activation/Alteration Task Forces (SATAF)	upon completion or cancellation of activity, transfer records to HQ BSD OPR. For those activities with no assumption of program responsibility at HQ BSD, offer records to HQ BSD/HO for possible accession into HQ BSD historical files and retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
7			at non-HQ BSD monitoring, supporting and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
8	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at HQ BSD	send to using/supporting command in accordance with the PMRT and turnover agreement (See Note 3). AUTH: N1-AFU-86-7
9			at HQ BSD, but not needed by the using/operating command or when no such command exists	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. (See Notes 2, 5, 8). AUTH: N1-AFU-86-7
10			at the using/supporting commands	destroy 6 years after the system is phased out of the inventory or terminated (See Note 4). AUTH: N1-AFU-86-7
11			at HQ BSD	transfer to HQ BSD/HO

TABLE 63-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			subordinate field test activities (not designated as Site Activation/Alteration Task Forces (SATAF))	for screening and subsequent retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
12			at Site Activation/Alteration Task Forces (SATAF)	transfer to supporting Air Logistics Center or operating command. If neither requires the records, transfer to HQ BSD/HO for screening and subsequent retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
13			at non-HQ BSD monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-86-7
14	recurring management reports sent outside the Air Force	selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries	at HQ BSD	Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening by HQ BSD/HO (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
15			at non-HQ BSD activities	destroy 1 year after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
16	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at any activity	destroy when superseded or on termination of contract administration support of the program, whichever is sooner. AUTH: N1-AFU-86-7
17	DOD plant cognizance program case files	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizance Program between	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH:

TABLE 63-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency		N1-AFU-86-7
18			at AFPROs and other monitoring agencies	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
19	defective parts and components control program	government-industry data exchange program forms (ALERT)	at HQ BSD	destroy on inactivation. AUTH: N1-AFU-86-7
20	Support Agreements for SATAFs	memorandums of agreement, host-tenant, BSRO, etc..	at site activation/alteration task forces (SATAF)	destroy when superseded or on termination agreement. AUTH: N1-AFU-86-7
21	test site location surveys	planning documents relating to locating an ICBM test program at a specific location	at HQ BSD and HQ BSD subordinate field activities	Two years after PMRT, retire as permanent following screening for possible inclusion in HQ BSD historical files (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
22	data bases	systems requirements analysis, (including simulation and analytic models or software programs for resource demand)	at HQ BSD	destroy when superseded, obsolete or no longer needed (See Note 7). AUTH: N1-AFU-86-7
23	long-term concept and development/study efforts			

NOTE(S):

1. If HQ BSD/HO deems these records of historical value, make photocopies of originals for accession into HQ BSD unit historical files prior to retirement. Original source documents will be retired.
2. HQ BSD/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BSD/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.
3. Prior to Program Management Responsibility Transfer (PMRT), HQ BSD/HO will be afforded the opportunity to screen records for those deemed historically valuable. Records deemed historically valuable will be photocopied by HQ BSD/HO. Office of record possessing the records will prepare the SF 135 to transfer the records to the operating/supporting/training command.
4. Destroy documents placed in administrative hold by the Renegotiating Board 6 years after the final determination of excess profits.
5. If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies)

will be screened by HQ BSD/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Table 84-1 as historical source documents.

6. Destroy materials related to on-going programs when no longer needed.

7. If records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Tables 84-1 or 37-14. Source documents (original paper copies) not retained by HQ BSD/HO may be destroyed after microfilming provided the microforms pass quality assurance inspection requirements.

8. For Peacekeeper and subsequent intercontinental ballistic missile (ICBM) weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

64. Contracting. These tables cover records relating to policies and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission.

TABLE 64-1**CONTRACTING**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	General Contract Case Files - \$25,000 or Less/Construction Under \$2,000	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment, and other records prescribed in the Federal Acquisition Regulation 48 CFR 4.805; contracting or purchase organization copy and related papers for internal audit purposes	transactions of \$25,000 or less and construction contracts of \$2,000 or less	destroy 3 years after final payment. AUTH: GRS3,Item3a(2)
2	General Contract Case Files - Over \$25,000/Construction of \$2,000 or More		transactions of more than \$25,000 and all construction contracts over \$2,000	destroy 6 years and 3 months after final payment. AUTH: GRS3,Item3a(1)
3	Utility Contracts	utility contracts containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e.g., electric cooperatives, etc.)		destroy 15 years after close of contract/final clearance/settlement AUTH: N1-AFU-90-3
4	Utility Contracts - Delivery Orders Over \$10,000	delivery order transactions for more than \$10,000 written against utility requirements contracts to provide payment for services received		destroy 6 years after payment/final clearance/settlement AUTH: N1-AFU-90-3

TABLE 64-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	Utility Contracts - Delivery Orders for \$10,000 or Less	delivery order transactions for \$10,000 or less written against utility requirements contracts to provide payment for services received		destroy 1 year after payment/final clearance/settlement AUTH: N1-AFU-90-3
6	Unsuccessful Offers - Below Purchase Limit	general contract case files of all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in Federal Acquisition Regulation		destroy 1 year after date of award or until final payment whichever, is later. (Exception: If the contracting officer determines that the files have future value to the Government, retain and destroy when no longer needed.) AUTH: N1-AFU-90-3
7	Contract Status, Expediting, and Production Surveillance	contract status (progressing), expediting, and production surveillance records		destroy 6 months after final payment. AUTH: N1-AFU-90-3
8	Contract Case Files - Signed	signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data		destroy 6 years and 3 months after final payment. AUTH: N1- AFU-90-3
9	Labor Compliance	labor compliance records, including equal employment opportunity records		destroy 3 years after final payment. AUTH: N1-AFU-90-3
10	General Contract Case Files - Information Copies	information copies		destroy 3 months after final payment or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	General Contract Case Files - Other Below Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts below the appropriate small purchase limitation in Federal Acquisition Regulation		destroy 1 year after final payment. AUTH: N1-AFU-90-3
12	General Contract Case Files - Other Above Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts above the appropriate small purchase limitation in Federal Acquisition Regulation		destroy 6 years and 3 months after final payment. AUTH: N1- AFU-90-3
13	Contractor General Files	records pertaining generally to the contractor as described in Federal Acquisition Regulation	at purchasing and contract administration offices	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
14	Contractor General Files - Duplicate/Working	duplicate or working copies		destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 64-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Copies			
15	Solicited and unsolicited unsuccessful bids	relating to transactions above the appropriate small purchase limitation in Federal Acquisition Regulation	filed separately from contract case files	destroy when related contract is completed. AUTH: N1-AFU-90-3
16	Transactions That Do Not Obligate Funds	indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements, and related records		destroy 6 years after expiration or termination. AUTH: N1-AFU-90-3
17	Cancelled Procurement Actions	purchase orders and contracts which were cancelled before legally effective contracts were consummated, and related procurement records-such as notification of cancellation, various contractual forms, related correspondence, and other papers, and, if funds have been allocated, copy of the notification that the funds are to be cancelled (see FAR 4.801 (c)(1))		destroy 5 years after date of cancellation. AUTH: N1-AFU-90-3
18	Subcontracts Written Under a Fixed-Price Prime Contract	contracts or lists of vendors submitted for approval as to source only	at the contracting offices administering the prime contract	destroy on completion of the subcontract. AUTH: N1-AFU-90-3
19	Armed Services Board of Contract Appeal cases	notice of appeal, utility contract delivery orders over \$10,000, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board in support of the parties' positions with regard to an appeal taken under dispute clause of AF contract, together with working papers of trial attorney charged with responsibility of representing AF before the Board		destroy 10 years after final action on decision. AUTH: N1- AFU-90-3
20	Engineering Change Proposals	ECPs recommended for adoption by the AF, but not adopted, and ECPs withdrawn by the contractor		destroy after 2 years. AUTH: N1-AFU-90-3
21	Engineering Change Proposals - Rejected	rejected ECPs		destroy 6 months after final payment under the contract. AUTH: N1- AFU-90-3
22	Source Selection Proceedings	records of source selection boards, and their attendant working and evaluation groups	at procuring and/or technical evaluating offices	destroy with related contract. AUTH: N1- AFU-90-3
23	Source Selection - Successful Proposals	proposals furnished by a successful contractor	at the SPO or project monitor office	destroy 6 years after final payment of any contract resulting therefrom. AUTH: N1- AFU-90-3
24	Source Selection -	proposals submitted by unsuccessful		destroy with related

TABLE 64-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Unsuccessful Proposals	competitors		contracts. AUTH: N1-AFU-90-3
25	Source Selection Proceedings - Notes/Working Papers	notes and working papers of group members		destroy after 1 year. AUTH: N1-AFU-90-3
26	Small Business Program	records used in congressional hearing regarding past small business actions and initiatives, statistics, and related papers	at purchasing offices, contract administration offices, and MAJCOM small business staff elements	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
27	Individual Vendors	miscellaneous material indicating supplies and services offered by each vendor		destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3
28	Numbered Contracting Letters	records used to announce contracting policies, procedures, instructions and solicitations-contract formats		destroy when superseded, obsolete and-or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR. AUTH: N1-AFU-90-3
29	Pricing Reviews	documents related to reviews of contractor price proposals subject to certification of cost or pricing data		destroy after 6 years from the date of final payment under the contract or after 9 years if conditions do not permit cross referencing of the pricing review file to the official contract file. AUTH: N1-AFU-89-31
30	Contracting Internal Operation and Administration	correspondence files of operating procurement units concerning internal operation and administration matters		destroy after 2 years. AUTH: GRS 3, Item 2

NOTE: Segregate records pertaining to (a) Foreign Military Sales (FMS) and use table 16-1, rule 8, and (b) hazardous materials/environmental protection and use table 32-1, rule 17.

TABLE 64-2**PURCHASE REQUESTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	PRs/MIPRs - Single-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in one contract	at procuring activities and are filed either with individual contract file or as a separate series of records	destroy with related contract. AUTH: N1-AFU-90-3
2	PRs/MIPRs - Multi-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in more than one contract	at procuring activities	destroy with contract having longest retention period. AUTH: N1-AFU-90-3
3	PRs/MIPRs Project Order Case Files (Requiring Control Office Copy)	PRs/MIPRs and project order case files	at responsible PR/MIPR and project order control offices within requiring activities	destroy 2 years after contract is closed. AUTH: N1-AFU-89-2
4	PRs/MIPRs Demand Cards	demand cards produced by ADP equipment	at procuring activities	destroy after processing through data processing installation and transaction document has been received or cancelled. AUTH: N1-AFU-90-3
5	PRs/MIPRs and Projection Orders (Responsible Control Office Copy)	PRs prepared and procured by the same ALC	at responsible PR/MIPR control offices	destroy at the end of the quarter in which the contract/order is awarded. AUTH: N1-AFU-90-3
6	Other Agency MIPRs and Project Orders - Satisfied Solely from AF Stock	MIPRs and project orders whose requirements are satisfied solely from AF stock	at PR/MIPR and project order in management activities	destroy 2 years after notification of supply action. AUTH: N1-AFU-90-3
7	Other Agency MIPRs and Project Orders - Satisfied By Procurement or Combination	MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or by combination of procurement and supply action		destroy 3 months after receipt of applicable contract completion statement. AUTH: N1-AFU-90-3
8	PRs/MIPRs - Information Copies	information copies of PRs, MIPRs, and project orders		destroy 3 months after receipt of contract completion statement or other equal notification of contract completion, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	PRs/MIPRs and Project Orders - Cancelled		at responsible PR/MIPR and project orders control offices	destroy 3 months after cancellation date. AUTH: N1-AFU-90-3

TABLE 64-3**BIDS AND PROPOSALS**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Invitations for Bids - Other ACO	IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs)	with ACOs	destroy after bid opening date as shown on the IFB. AUTH: N1-AFU-90-3
2	Invitations for Bids - No Award After Opened	IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened		destroy 1 year after date of bid opening, unless bidder asks return of his bid. AUTH: N1-AFU-90-3
3	Unsuccessful Bidders Protests	copies of IFBs abstracts, bids of successful bidders, any protester's bid contracting officers statement of facts, circumstances, conclusions, recommendations, supporting evidence submitted by the protester (such as specifications, drawings, exhibits, and examples), and related correspondence		destroy 3 years after final decision is submitted to protester. AUTH: N1-AFU-90-3
4	Unsuccessful Bids/Proposals - Below Purchase Limit	transactions after 25 Jul 74 for \$10,000 or less, and transactions on or before 25 Jul 74 for \$2,500 or less		destroy after final payment under the contract, or 1 year from date of award whichever is later. AUTH: N1-AFU-90-3
5	Unsuccessful Bids/Proposals - Over Purchase Limit	transactions after 25 Jul 74 over \$10,000, and transactions on or before 25 Jul 74 over \$2,500		destroy 6 years, 3 months after final payment of each contract. AUTH: N1-AFU-90-3
6	Unsuccessful Bids/Proposals - Protest/Complaint	records resulting from a protest or complaint		destroy after final resolution of case. AUTH: N1-AFU-90-3
7	Unsuccessful Bids/proposals - Future Value	bids that have been determined by the purchasing office to have future value to the government		destroy when no longer needed. AUTH: N1-AFU-90-3
8	Identical Bid Reports - Below Purchase Limit (AFMC)	copies of identical bid reports for procurement, IFBs, abstracts of bids, and supporting records	at HQ AFMC for transactions after 25 Jul 74 for \$10,000 or less, and transactions on or before 25 Jul 74 for \$2,500	destroy after 3 years. AUTH: N1-AFU-90-3
9	Identical Bid Reports - Above Purchase Limit (AFMC)		at HQ AFMC for transactions after 25 Jul 74 over \$10,000, and transactions on or before 25 Jul 74 over \$2,500	destroy after 6 years. AUTH: N1-AFU-90-3
10	Identical Bid Reports - Purchasing/Sales Copy		at purchasing/sales activities	destroy with procurement transactions to which they relate. AUTH: N1-AFU-90-3
11	Unsolicited Proposals - Rejected	voluntary proposals	rejected proposals	destroy 1 year after notifying contractor of evaluation results. AUTH: N1-AFU-91-41

TABLE 64-4**CONTRACT PERFORMANCE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Construction Contract Progress Reports	contract progress reports		destroy 6 months after final payment under the contract AUTH: N1- AFU-90-3
2	Construction Contractor Payroll	contractor's payrolls, with related certifications, antikickback affidavits, and other related records		destroy 3 years after final payment under the contract, or after settlement of claims, or completion of investigations, whichever is later. AUTH: N1-AFU-90-3
3	Construction Contract Performance/Bond Checklists	performance checklist and bond checklist		destroy 1 year after final payment under the contract. AUTH: N1- AFU-90-3
4	Civil Engineer Construction Inspection Reports	civil engineer construction inspection reports		destroy 1 year after final payment under the contract, or date of final action on any guarantee work, whichever is later. AUTH: N1-AFU-90-3
5	Contract Number Assignments	logs and similar records		destroy 6 years after completion of all contracts listed thereon. AUTH: N1-AFU-90-3
6	Contract Change Notification Master Serial Number Register	contract change notification master serial number register, and similar forms		
7	Contractor Performance - Historical	Contractor Performance Record (CPR) containing historical records of contractor performance data prepared by contract administration officer (CAO) on completed or terminated contracts of \$100,000 or more		destroy when no longer needed. AUTH: N1- AFU-90-3
8	Subsidiary Procurement - Expediting	expediting files relating to contract status (progressing), expediting, and production surveillance		destroy 6 months after final payment under the contract. AUTH: N1- AFU-90-3
9	Subsidiary Procurement - Priority Ratings	correspondence advising contractors of priority ratings applicable to specific contracts		destroy on completion of related contract or purchase order. AUTH: N1-AFU-90-3

TABLE 64-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Base Procurement Action/Summary Cards	action/summary cards		destroy 1 year after incorporating information into the monthly management report. AUTH: N1- AFU-90-3
11	Base Procurement Follow-up Cards and Reporting Data	follow-up cards and reporting data		destroy when no longer needed. AUTH: N1- AFU-90-3
12	Base Procurement Action Register	procurement action register		destroy 1 year after close of the FY. AUTH: N1-AFU-90-3
13	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	destroy after 5 years (EXCEPTION: those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation). AUTH: N1- AFU-90-3
14	Project Authorizations	authorizations and related records		destroy the same as related contract or purchase order, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	Civil Air Carrier Passenger/Cargo Contract Airlift Checklists	passenger contract airlift checklist and cargo contract airlift checklist		destroy after 1 year. AUTH: N1-AFU-90-3
16	Civil Air Carrier Contract Violations	contract violation notices		destroy after 2 years. AUTH: N1-AFU-90-3
17	Civil Air Certificates	civil air certificates	used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil aircraft under AF contract or charter and retained with CAO	destroy with procurement case file. AUTH: N1-AFU-90-3

TABLE 64-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	Civil Air Certificates - Other		procurement file at other activities	destroy one year after completion of contract. AUTH: N1-AFU-90-3
19	Debarment/Suspensi on Case Files - Routine	reports of irregularities in AF procurements which are determined by the debarring official to be routine or having no lasting significance, including resulting actions to debar or suspend, and related records	above MAJCOM	destroy 6 years and 3 months after termination/expiration (close-out of case file) AUTH: N1-AFU-91-14
20	Debarment/Suspensi on Case Files - Lasting Significance	reports of irregularities in AF procurements which are determined by the debarring official to have lasting significance, including resulting actions to debar or suspend, and related records	above MAJCOM	retire as permanent to WNRC 1 year after termination/expiration (close-out of case file)(see note 6) AUTH: N1-AFU-91-14
21	Debarment/Suspensi on Case Files - MAJCOM and below	reports of irregularities in AF procurements, including resulting actions to debar or suspend, and related records	at MAJCOMs and below	destroy 2 years after termination/expiration (close-out of case file) AUTH: N1-AFU-91-14
22	Designation/Termin ation of Contracting Officers and Representatives	request for designation or termination; statement of qualifications; and the designation or termination and acknowledgment of receipt thereof	at MAJCOM and other designating offices	destroy 3 years after termination of appointment. AUTH: N1-AFU-90-3
23	Designation/ Termination of Contracting Officers and Representatives - at Requesting Activities		at requesting activities	destroy 1 year after termination of appointment. AUTH: N1-AFU-90-3
24	Contract Approval and Review	contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals, and supplemental data	at approval, monitoring, or "after the fact" review authorities	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25	Government- furnished Material Property	reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control activity reports, and related correspondence		destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account. AUTH: N1-AFU-90-3
26	IMPAC Administration	administrative support and control of the International Merchants Purchase Authorization Code (IMPAC) system and associated cards; card application forms; acknowledgments of receipt; delinquent notices; account	at unit coordinator, using office, or program management office	destroy 1 year after final payment AUTH: FAR4-805(k)

TABLE 64-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		cancellation control logs; maintenance forms; account transfer notices; card agreements; projected renewal reports; account summary activity management reports; account list management reports; audit management reports; expense activity analyses; expense variance reports; member lists; debit and credit reports; volume reports; aging and status balance delinquency reports; cardholder write-off recovery reports; delinquency performance reports; delinquency reports; trial balance delinquency reports; monthly/quarterly/annual statistical reports; payment summaries (excluding Government Contractor-Issued Travel Charge Card records)		
27	Tax Exemption Certificates	cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book, and tax exemption certification tabulation sheet		destroy 1 year after issuance of the last certificate in the book. AUTH: N1-AFU-90-3
28	Tax Exemption Identification Card	US Government Tax Exemption Identification Card		destroy on expiration or cancellation. AUTH: N1-AFU-90-3
29	Labor Compliance			destroy 3 years after final payment under the contract. AUTH: N1-AFU-90-3
30	Property Administrator Systems Survey Case Files	records described in DAR Supplement 3, part 4, related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession	property administrator's copies	retire on completion of all corrective action and replacement by a subsequent system survey report reflecting no deficiencies, and then destroy after 5 years, except that system survey summary report case file may be retained for 10 years. AUTH: N1-AFU-90-3
31	Service Contract Standardization and Improvement - HQ USAF	records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc	at HQ USAF and USAF-designated OPRs	destroy when a revised format is issued or no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 64-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		(including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores)		
32	Service Contract Standardization and Improvement - Implementing Office		at implementing offices	destroy with related contract. AUTH: N1-AFU-90-3

NOTE: For records related to hazardous materials/environmental protection, use table 32-1, rule 17; for records related to Foreign Military Sales (FMS), use table 16-1, rule 8.

TABLE 64-5**BASIC CONTRACTING AGREEMENTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Basic Agreements - At Issuing PO	agreements and changes thereto	at the purchasing office (PO) which negotiates and issues the agreements	destroy 6 years after date of termination or cancellation. AUTH: N1-AFU-90-3
2	Basic Agreements - For Contracts (At Other POs/CAOs)		at POs that incorporate basic agreement terms and conditions in supply and service contracts, and contract administration offices (CAOs) that administer such contracts	destroy 6 years after agreement has been terminated, superseded, or cancelled and all contracts referencing the terms and conditions of the agreement have been closed out AUTH: N1-AFU-90-3
3	Basic Agreements - No Contracts or Information Copies	not incorporated in contracts or information copies		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 64-6**BAILMENT AGREEMENTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Master Bailment Agreements - At Preparing/Executing Office		at office preparing and executing the agreement	destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated. AUTH: N1-AFU-90-3
2	Master Bailment Agreements - Other		at activities other than offices preparing and executing the agreement	destroy when superseded or cancelled. AUTH: N1-AFU-90-3
3	Bailment Agreements - At Procurement Activity		at AF procurement activities	destroy 6 years after all property has been properly disposed of and said agreement has been cancelled AUTH: N1-AFU-90-3
4	Bailment Agreements - Other		at other than AF procurement activities	destroy when superseded or cancelled. AUTH: N1-AFU-90-3

TABLE 64-7**CONTRACTS NEGOTIATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Performance Data Renegotiation	copies of performance data and background performance data records used in compiling such reports		destroy after 4 years (EXCEPTION: records extended by mutual agreement as prescribed in 50 U.S.C. App. 1215(c) are destroyed on notification of completion of case from regional renegotiation board). AUTH: N1-AFU-90-3
2	Renegotiation Status Reporting	retained copies of reports and related correspondence		destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 64-8**CONTRACT CLAIMS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	50 U.S.C. 1431- 5 Contract Claims Case Files			destroy 6 years after final decision on completion of claim, or on completion of contract, whichever is later, subject to approval by HQ AFMC. AUTH: N1- AFU-90-3
2	General Accounting Office Contract Claim Case Files (MAJCOM)	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at appropriate MAJCOMs	destroy 2 years after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
3	General Accounting Office Contract Claim Case Files (Other Than MAJCOM)		at other than MAJCOMs	destroy after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
4	ICBM Indemnity Agreements (Original)	original copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C.1431	maintained by the contracting function	destroy after 50 years. AUTH: N1-AFU-90-3
5	ICBM Indemnity Agreements (Copies)	duplicate copies or information copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C. 1431	maintained by any function	destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 64-9**CONTRACTS TERMINATION AND SETTLEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Plant Clearance Referral Case Files	termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities, and related records	at activities accomplishing referral action	destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files. AUTH: N1-AFU- 90-3
2	Plant Clearance Board Case Files	minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers, and related papers		destroy after 1 year. AUTH: N1-AFU-90-3
3	Settlement Review Board	minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings, and supporting material relating to settlement and termination of AF contracts		
4	Contract Termination Reporting	retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts, and reports on partial payments	at other than terminating contracting office	destroy when no longer needed. AUTH: N1- AFU-90-3
5	Contract Termination Authority Register			destroy 6 years after last entry on page. AUTH: N1-AFU-90-3

TABLE 64-10**CONTRACT INSURANCE PROGRAM**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractors Insurance Program - Approval Copy (at MAJCOM)	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	at MAJCOMs	destroy 6 years after premium accounting with the insurer has been finalized. AUTH: N1-AFU-90-3

TABLE 64-10**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	Contractors Insurance Program - Uncleared		related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigation, or requests made by the Comptroller General of the US	destroy when clearances are obtained. AUTH: N1-AFU-90-3
3	Contractors Insurance Program (Below MAJCOM)		below MAJCOMs	destroy 1 year after premium accounting with the insurance company has been finalized, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 64-11**CONTRACTOR PERSONNEL**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Technical Representative Personnel Records (at MAJCOM)	informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations	at MAJCOMs	destroy after requirements imposed by contract administration have been satisfied. AUTH: N1-AFU-90-3
2	Technical Representative Personnel Records (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	Report of Contractor Technicians	monthly status report of contractor technicians, and supporting records		destroy after 4 years. AUTH: N1-AFU-90-3

TABLE 64-12**CONTRACTOR CAPABILITY**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractor Procurement Data Source Files	up-to-date information on all contractors who contact procurement centers	at procurement activities for their buyers and negotiators	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
2	Pricing and Financial Analysis and Control	overhead and independent research and development negotiation correspondence, reports, memos, and worksheets; contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected		destroy when no longer needed. AUTH: N1-AFU-90-3
3	Contractor Financial and Operating Statements	case files of financial and operating statements of commercial companies reflecting current financial capabilities of present and potential contractors		destroy after 10 years. AUTH: N1-AFU-90-3
4	Contractor Articles/Certificates of Incorporation	case files of articles or certificates of incorporation	at MAJCOMs	destroy 12 years after final payment on last contract to contractor. AUTH: N1-AFU-90-3
5	Contractor Financial Data - Other	case files of other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; secretarial approval forms; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies; articles of incorporation and financial analyses; newspaper reports; and related papers and correspondence		destroy after 5 years. AUTH: N1-AFU-90-3
6	AF Contractor Experience List (AFCEL) Case Files	correspondence recommending changes to the list	at HQ USAF, and recommending or concurring headquarters	destroy 1 year after contractor is removed from the list. AUTH: N1-AFU-90-3
7	Joint Consolidated List of Debarred, Ineligible and Suspended Contractors		at HQ USAF, HQ AFMC/JA, and recommending activities	
8	Civil Air Carrier Case Files - No Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records not resulting in a contract	at DOD Air Carrier Survey and Analysis (AMC) offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-86-72
9	Civil Air Carrier Case Files - Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records resulting in a contract		destroy 6 years and 3 months after contract is completed/terminated AUTH: GRS3,Item3a(1)

TABLE 64-13**PROCUREMENT REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Procurement Action Reports	procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office		destroy after 3 years (EXCEPTION: master AF procurement history tapes at HQ AFMC are held for 5 years). AUTH: N1-AFU-90-3
2	Report of Contract Protection and Maintenance of Surplus Family Housing			destroy 2 years after origination. AUTH: N1-AFU-90-3

TABLE 64-14**OAR ADVANCE PAYMENT POOL AGREEMENTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	OAR Advance Payment Pool Agreement (Primary File)	determination and findings, advance payment pool agreement and amendments, establishing payment voucher, and related correspondence in each category		remove from active file on closing out of pool, and destroy after 6 additional years. AUTH: N1-AFU-90-3
2	OAR Advance Payment Pool Agreement (Secondary File)	transfer vouchers, deposit slips, bank statements, and miscellaneous correspondence		destroy 6 years after end of the FY to which they pertain. AUTH: N1-AFU-90-3

TABLE 64-15**BASE CONTRACTING AUTOMATED SYSTEM (BCAS) MANAGEMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCAS Contracting Management Reports	reports and monthly procurement summaries by purchasing offices (including the Customer Integrated Automated Procurement System (CIAPS) counterpart documents until they are eligible for final disposition)		destroy after 5 years. AUTH: GRS3,Item3d
2	BCAS Daily Transactions	daily transaction listing, customer notices listing, customer notices		destroy after 6 months. AUTH: GRS20,Item6
3	BCAS User-Generated Reports	user-generated reports, such as bidders mailing applications, Standard Base Supply System (SBSS), and related data		destroy when no longer needed. AUTH: GRS20,Item4
4	BCAS Release Documentation	release documentation and similar records		destroy after 1 year. AUTH: GRS20,Item11

TABLE 64-16**CONTRACTOR INDUSTRIAL LABOR RELATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractor Occupational Deferment Case Files - Summary	summary of occupational deferment actions, comparable forms, and supporting records		destroy when individual is removed from Reserve or deferred status, or is inducted into the Armed Services. AUTH: N1-AFU-90-3
2	Contractor Occupational Deferment Case Files - Deferment Records	deferment records		destroy after actions have been recorded on summary histories. AUTH: N1-AFU-90-3
3	Contractor Occupational Deferment Case Files - Summary History	summary histories		destroy after 25 years. AUTH: N1-AFU-90-3

TABLE 64-16**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	Contractor Labor Relations Problems	reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions, and other documentation required by Air Force Industrial Labor Relations Offices not covered elsewhere in this regulation		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5	Contractor Labor Relations Investigation Case Files - Liaison Office	field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards; reports of special investigation of suspected criminal or other violations of the applicable labor laws	at AF liaison offices	destroy 3 years after case is closed. AUTH: N1-AFU-90-3
6	Contractor Labor Relations Investigation Case Files - HQ USAF	cases involving willful and criminal violations, debarment actions, and restitution over \$500 and liquidated damages over \$100	at HQ USAF	
7	Contractor Wage and Salary Acceptance Analysis Studies	studies used for comparative analysis, and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost to be allocated to AF contracts	at procurement activities	destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 64-17**OVERSEAS CONTRACTING RECORDS (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	contract control files	ledgers, purchases order logs, and individual contracting record cards	at contracting offices	destroy 1 year after completion of project. AUTH: N1-AFU-90-3
2	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor	Null	destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

65. Financial Management. These tables cover records relating to all aspects of financial management.

TABLE 65-1**FINANCIAL MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Financial Management Program Control	reports, studies, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2	Financial Management International Affairs	agreements or arrangements, special studies, reports, correspondence, and related data that reflect on Air Force participation in international affairs programs		
3	Financial Management Uniform Commutation	commutation rates, uniform conversions, reports and vouchers on commutations funds	at HQ AFROTC	destroy after 2 years. AUTH: N1-AFU-90-3
4	Internal Controls Assessable Units	grouping of functional account codes with assigned OPRs	at SAF/FM	destroy 5 years after assessable units are superseded or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
5	Internal Controls Risk Assessments	documented worksheets, minutes of meetings, and reports addressing the risk of assessable units		destroy 5 years after completion of next comparable vulnerability assessment or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
6	Internal Controls Plan	follow-on action plans and schedules for required reviews		destroy 5 years after completion of next comparable plan or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
7	Internal Controls Systemic Reviews	documented review of system		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63

TABLE 65-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Internal Controls Compliance Reviews	letters, checklists, reports of finding, and records pertaining to compliance- type reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1- AFU-86-63
9	Internal Controls End-of-Review Reports	summary of results of reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1- AFU-86-63
10	Internal Controls Statements of Assurance	letters stating compliance or noncompliance with internal control objectives		destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later. AUTH: N1- AFU-86-63
11	Internal Controls Annual Statement of Assurance	annual reports (RCS: DD- COMP(AR)1618) sent to SECDEF, including description of evaluation, report of material weakness, status of corrective action, and other similar records	at SAF/FM	retire as permanent (see note). AUTH: N1- AFU-86-63
12	Internal Controls Description of Evaluation	record of actions taken to evaluate internal control		destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later. AUTH: N1- AFU-86-63
13	Internal Controls Progress Reports	report of progress on follow-on actions		destroy 6 months after submission of next comparable report or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
14	Internal Controls Report of Material Weaknesses	statement of problem, objectives, milestones, point of contact, etc.		destroy 1 year after corrective action has been completed or after 5 years, whichever is later. AUTH: N1- AFU-86-63
15	Internal Controls Status of Corrective Actions	report on achieving milestones and objectives for corrective actions		destroy 1 year after corrective action has been completed or after

TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				5 years, whichever is later. AUTH: N1-AFU-86-63
16	Internal Controls End-of-Year Summary	report of hours spent on the internal control program		destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
17	Internal Controls Examination Reports	documentation of internal control examinations or other actions taken to support the internal control program		destroy 1 year after completion of next comparable report or after 5 years, whichever is later. AUTH: N1-AFU-86-63
18	cost estimating relationship/cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	destroy after 10 years or when no longer needed. AUTH: N1-AFU-90-3
19		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
20	Cost Estimating Relationship/Cost Factor Program - Supporting Data (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when superseded, obsolete, or no longer needed AUTH: N1-AFU-90-3
21	Cost Information Reports		stored in computer data banks	destroy when no longer needed AUTH: N1-AFU-90-3
22	Cost Information Reports - Individual Program Data Files			destroy after the acquisition phase of each program AUTH: N1-AFU-90-3
23	Economic Resource Impact Statements (ERIS) - Record Copies		at SAF/FMCE	retire as permanent (See Note) AUTH: N1-AFU-90-52
24	Economic Resource Impact Statements (ERIS) - Reference Copies	includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports		destroy when obsolete or no longer needed AUTH: N1-AFU-90-52
25	Installation Reports of Audit - Activity	installation-level reports of audit; public accountant audits of non-	at activities having custody of records	destroy with the records to which they pertain

TABLE 65-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Copy	appropriated funds; centrally-directed audits	audited	AUTH: N1-AFU-90-3
26	Installation Reports of Audit	installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits	at installation commander, audit focal point, or intermediate MAJCOM/Air Staff OPR/OCR	destroy 2 years after all management action have been completed provided deficiencies have been corrected AUTH: N1-AFU-90-3
27	Commander's Audit Program Reports of Audit		at installation commander and staff	destroy when all useful purposes have been served AUTH: N1-AFU-90-3
28	management tracking and status reporting	report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports, and supporting records	at bases, MAJCOMs, or Air Staff offices and associated audit focal points	destroy 2 years after all management actions have been completed provided all useful purposes have been served. AUTH: N1-AFU-90-3
29	Government Contractor-Issued Travel Card	administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records	at unit coordinator, applicant office, or recruiting office	destroy 3 years after the later of either closure of appropriate account or settlement of any outstanding claim or discrepancy AUTH: GRS 6, Item 5b

NOTE: Transfer to the National Archives in 5 year blocks when the latest record is 25 years old.

TABLE 65-2**BUDGET**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Budgetary Analyses	interpretations and analyses of Executive Orders, statutes, other government policies, regulations and instructions, correspondence, reports, and related records (such as cross-servicing and joint-servicing agreements) that reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities		retire as permanent (transfer to National Archives in 5-year blocks when latest record is 25 years old) AUTH: NC1-AFU-83-16
2	Budgetary Summaries and Special Studies	special pricing exercises, projects, working group reports, correspondence, and related data		destroy 2 years after FY in which created AUTH: N1-AFU-90-3
3	International Balance of Payments Forecast	form reports, studies, analyses, work sheets, correspondence, and related data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy 2 years after FY in which created AUTH: N1-AFU-90-3
4	International Balance of Payments Forecast - Source Documents and Data	source documents, feeder reports and supporting data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1-AFU-90-3
5	Budget Development - HQ USAF and MAJCOM	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related information	at HQ USAF and MAJCOMs	retire as permanent (See Note). AUTH: NC1-AFU-80-8

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	Budget Development - Below MAJCOM		below MAJCOMs	destroy 2 years after FY in which created (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
7	Budget Development - Other Than Budget Offices		at other than budget offices	destroy 1 year after the close of the FY to which it pertains. AUTH: N1-AFU-90-3
8	Budgetary Call for Estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data		destroy 2 years after close of the FY in which appropriated funds are obligated (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
9	Congressional Hearings Information - Not in Published Congressional Hearings Records	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	at preparing offices and are not included in published congressional hearing records	retire as permanent (see note). AUTH: NN- 173-340
10	Congressional Hearings Information - Published in Congressional Hearings Records		published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings	destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
11	Apportionment - HQ USAF	form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
12	Apportionment - MAJCOMs & below		at MAJCOMs and below	destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
13	Allocation and Allotments	reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to disbursement of public funds pertaining to annual, multiple and/or no-year appropriations		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
14	Program Project and Appropriation Control	funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports, and supporting documents for monitoring obligations of funds		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
15	Industrial Management, Stock and Working Funds	apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses, and related information	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
16	Industrial Management, Stock & Working Funds - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
17	Foreign Military Assistance Appropriation and Funding	records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization, allotments, and related financial data	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	Foreign Military Assistance Appropriation & Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
19	Military Construction Funding - HQ USAF	budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses, and related data	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
20	Military Construction Funding - MAJCOM and major subordinate command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3
21	Military Construction Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
22	Deutschemark Construction Funding - HQ USAF	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at HQ USAF	destroy when no longer needed for reference, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
23	Deutschemark Construction Funding - MAJCOM and Major Subordinate Command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3
24	Deutschemark Construction Funding - Source Documents and	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year"

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Support Data			status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
25	Funding Statistical Control Data	daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records, and comparable control data		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
26	Appropriations Status Reports - FY- End	end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data		destroy 5 years after the close of the last FY to which the report pertains AUTH: GRS5,Item3a
27	Appropriations Status Reports - Other Than FY-End	all other reports with correspondence and related data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item3b
28	Budget RCS Reports	required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1- AFU-90-3
29	Budget Management Information System Computer Systems Program - HQ USAF	budget supporting data: computer system program (CSP)-1, card summaries and master files used to support the funding requirements included in the President's budget	at HQ USAF	destroy after 7 years. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 65-3
AUDITING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Reports of Audit	Includes Air Force-level and installation-level reports of audit; public accountant non-appropriated funds audit reports. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)	at all audit agency activities	destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
2	Audit Program and Working Paper Files	information related to Air Force-level and installation-level audits. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 3 years after fiscal year. AUTH: N1-AFU-90-3
3	Commander's Audit Program	information related to reports of audit; audit programs, working paper files		destroy 1 year after fiscal year. AUTH: N1-AFU-90-3
4	Audit Management Tracking and Status Reporting	includes report of audit tracking summaries and supporting records. Excludes the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 2 years after fiscal year. AUTH: N1-AFU-90-3
5	Audit Control and Planning	information related to data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit, and statistical or audit planning information and correspondence		destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
6	Unaudited Records Subject to Audit, Inspection, or Investigation	information related to unaudited accounts or records that have a normal retention period of less than 3 years, but are pertinent to an audit, inspection, or investigation (also covering specially selected records of inactivating activities or closing bases)		destroy after 3 years. AUTH: GAO Title8,Item7

TABLE 65-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Audited Records with Deficiencies	information related to accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct		destroy after 6 years. AUTH: N1-AFU-90-3

NOTE: Reports of audit and related audit working papers will not be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, amounts due any agency of the federal government, or litigation to which any agency of the federal government is a party. In such instances, destroy records after subsequent audit reports disclose claims have been settled and/or all legal action (including appeals) has been completed and a total of 6 years has elapsed since the original audit report was issued.

71. Special Investigations. These tables cover records pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence and special investigative services.

TABLE 71-1**AFOSI CRIMINAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	investigations into offenses of espionage, sabotage, treason, sedition, violation of AFI 71- 101, and security violations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at IOC/DIR	retire as permanent (See Note 1). AUTH: NC1-AFU-77-55
2			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	investigations into alleged violations of laws, regulations, and directives (excluding investigations covered by rules 1, 2, 12, 13, and 14)	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at IOC/DIR	destroy 15 years after date of last action (see note 2). AUTH: N1- AFU-90-3

TABLE 71-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at AFOSI field extensions	destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	procurement/dispos- al cases	information copies of interest to AFSC/AFLC	at AFOSI Districts 4 and 5	destroy when no longer needed. AUTH: N1- AFU-90-3
8	reciprocal investigations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas	at IOC/DIR	destroy after 1 year (See Note 3). AUTH: N1-AFU-90-3
9			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
10	zero files (all categories contained in 71-series tables)	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
11			at AFOSI field extensions	destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
12	counterintelligence investigations (CI) special inquiry cases	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	at IOC/DIR	destroy 15 years after date of last action. AUTH: N1-AFU-90-3
13			at AFOSI field extensions	destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
14		inquiries from members of the public who are collectors of information relating to DOD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters	at IOC/DIR	destroy after 1 year or when no longer determined pertinent by an annual review. AUTH: N1-AFU-90-3
15	AFOSI reports of investigation	reports, statements, and related records pertaining to specific investigations	copies at non-AFOSI offices	destroy when no longer needed. AUTH: N1- AFU-90-3

NOTE(S):

1. Transfer to the National Archives within 25 years after date of last action.
2. Reports of investigations conducted on AF personnel assigned to AFOSI/DIS, or who possess 71SX or 7S0XX AFSCs, or on whom AFOSI has pending reprourement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
3. Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

TABLE 71-2**COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	counterintelligence operational case files	reports, statements, affidavits, correspondence, and related records regarding individual operational development	at HQ AFOSI	retire as permanent (See Note 1). AUTH: NC1-330-76-1, Item 1a(3)
2			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3			information copies at AFOSI Dist 44 and 70	destroy when no longer needed. AUTH: N1- AFU-90-3
4	counterintelligence briefings	requests for and records of counterintelligence briefings	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
5			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
5.01	counterintelligence denied area briefings/debriefings	requests for and records of counterintelligence briefings/debriefings	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
5.02			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
6	publications prepared by AFOSI pertaining to non- DOD affiliated US citizens/organization s	counterintelligence special reports, local estimates, and OSI information briefs	at HQ AFOSI	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 2 and 3). AUTH: NC1-330-76-1, Item 1b(1)b
7			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 2 and 4). AUTH: N1-AFU-90-3

TABLE 71-2**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	publications prepared by AFOSI pertaining to foreign citizens/organizations	record copies of recurring and nonrecurring publications	at HQ AFOSI	destroy after 10 years (See Note 2). AUTH: N1-AFU-90-3
9			at AFOSI field extensions and other activities	destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner (See Note 2). AUTH: N1-AFU-90-3
10	publications received from other sources pertaining to non-DOD affiliated US citizens/organizations		at any AFOSI activity	destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (See Note 2). AUTH: N1-AFU-90-3
11	publications received from other sources pertaining to foreign citizens/organizations			
12	security vulnerability test cases	operational test reports with supporting documents	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3

NOTE(S):

1. Transfer to the National Archives within 25 years after the date of the last action.
2. Custodians will adhere to criteria in AFI 71-101, Volume 1.
3. At the time the records are not validated for retention, transfer them to the National Archives for a determination of their historical worth. If refused by the Archivist, the records will be destroyed.
4. If not validated for retention, records will be destroyed.

TABLE 71-3

INVESTIGATIVE COLLECTIONS AND SURVEYS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	counterintelligence collections documents pertaining to non- DOD affiliated US citizens/organization s	DOD intelligence information reports originated by AFOSI	at IOC/DTA	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Note 1). AUTH: NC1-AFU-77-56
2			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Note 2). AUTH: N1-AFU-90-3
3	counterintelligence collection documents pertaining to foreign citizens/organization s	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at IOC/DTA	retired to WNRC prior to microfilming project, destroy after 6 years. AUTH: N1-AFU-90-3
4			at IOC/DTA	destroy when microfilm is determined adequate substitute. AUTH: N1- AFU-90-3
5			microfilm copies	destroy after 6 years. AUTH: N1-AFU-90-3
6		intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at IOC/DTA	destroy when microfilm is determined adequate substitute. AUTH: N1- AFU-90-3
7			microfilm copies	destroy after 25 years. AUTH: N1-AFU-90-3
8			at IOC/DTA and have not been microfilmed	
9		intelligence information reports originated by AFOSI regarding any type of collection target	all except record copies	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI	at IOC/DTA	destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
11			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12		microfilm aperture cards (MACs) and general purpose cards (GPCs), data extracted from records identified in rules 3, 6, 9)	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
13	information collection	information created by AFOSI on USAF installations, facilities or operational sites	necessary to counter activity directed against a USAF element or personnel	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
14			pertinent to closed installations, facilities or operational sites	destroy after 1 year. AUTH: N1-AFU-90-3
15		information pertaining to counterintelligence, antiterrorism, or security investigations/operations originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property or functions and no DOD file is created or DOD information is generated	at any AFOSI activity	destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition. AUTH: N1-AFU-90-3
16	criminal/fraud collections	reports responsive to HQ AFOSI collection requirements	at HQ AFOSI and AFOSI field extensions	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
17	development files	information on counterintelligence criminal and fraud activities requiring follow-up action that may lead to an investigation	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
18			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
19	fraud surveys	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement	at HQ AFOSI	destroy after 5 years. AUTH: N1-AFU-90-3
20			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner.

TABLE 71-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AUTH: N1-AFU-90-3
21	hostile establishment file	data base containing messages, maps, sketches, photographs, and other pertinent information	at IOC/DTA and other field units	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
22		(RESERVED)		(RESERVED)
22.01		aperture cards, maps, sketches, photographs	at HQ AFOSI	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
23	computerized information collection	computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts	at IOC/DTA	destroy when superseded, obsolete, no longer needed, or on direction of HQ AFOSI. AUTH: N1- AFU-90-3
24			at AFOSI field extensions	
24.01	computerized information collection support file	CHIPS aperture cards, photographs and reports and TIPS reports	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
25	collection requirements (CRs)	letter format operational directives	at HQ AFOSI	destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3
26			at AFOSI field extensions	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
27	terrorist activities	AFOSI, other US intelligence, State Department and foreign broadcast reports, and news media articles on specific terrorist incidents, groups and activities	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
28	multidiscipline intelligence	US intelligence reports, messages and advisories, AF messages, FAA reports, and news media articles used for multidiscipline intelligence activities and capabilities/ systems	at HQ AFOSI	
29	multidiscipline counterintelligence (MDCI)	AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information		

NOTE(S):

1. At the time the records are not validated for retention, transfer them to the National Archives. DOD-originated files contain significant analytical comments, value judgments, or recommendations pertaining to information received or acquired from agencies outside the DOD. If refused by the Archivist, the records will be destroyed.
2. If not validated for retention, records will be destroyed.

TABLE 71-4

SECURITY INVESTIGATIONS AND OPERATIONS

SECURITY INVESTIGATIONS AND OPERATIONS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	internal security investigations for DOD-affiliated personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed. AUTH: N1-AFU-90-3
2			at HQ AFOSI wherein the affiliation was completed.	destroy after 15 years (See Note 2). AUTH: NC1-AFU-77-71
3			at AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	special requests	limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only, on persons who have access to areas but who do not require a formal security clearance	at IOC/DIR and AFOSI field extensions	
4.01	child care pre-employment screening (favorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support of Morale, Welfare, and Recreation (MWR) Child Care/Youth Facilities (prior 1993)	at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
4.02	child care pre-employment screening (unfavorable)		at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
4.03			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
5	reciprocal investigations (personnel security)	reports and correspondence prepared for other government agencies including DIS		
5.01			at AFOSI field extensions which contain names of sources not released to DIS	destroy after 1 year. AUTH: N1-AFU-90-3
6	unfavorable premarital investigations (when marriage takes place)	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at IOC/DIR	destroy after 5 years (See Note 1). AUTH: N1-AFU-90-3
7			at AFOSI field extensions overseas	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	unfavorable premarital investigations (when marriage has not taken place)			
9	favorable premarital investigations		at AFOSI field extensions	
10	(RESERVED)			(RESERVED)
11	protective services investigations	reports, statements, affidavits, correspondence and related records regarding individual case	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
12			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
13	protective services referral information	identification data/summaries concerning individual or group reportable to USSS under AFI 71-101, Vol 2	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
14			at AFOSI field extensions	destroy after completion/termination. AUTH: N1-AFU-90-3
15	protective services operations	reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to a specific individual	at IOC/DIR	destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
16			at AFOSI field extensions	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
17	personnel security investigations for DOD affiliated personnel	investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI created prior to Oct 72 and maintained in support of DIS	destroy 15 years after date of last action. AUTH: N1-AFU-90-3
18	refugees/defectors cases	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	at IOC/DIR	destroy 25 years after date of last action. AUTH: N1-AFU-90-3
19			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
20	special inquiry- AFOSI personnel	reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries	at HQ AFOSI	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 71SX or 7S0XX AFSC, or after termination of reprocurement process, whichever is later. AUTH: N1-AFU-90-3
21			at AFOSI field extensions	destroy 3 months after command action has been completed. AUTH: N1-AFU-90-3

NOTE(S):

1. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 71SX or 7S0XX AFSC, or on whom AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
2. Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be transferred to the National Archives after 15 years.

TABLE 71-5**TECHNICAL SUPPORT OPERATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	technical security briefings	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipient(s)	at IOC/TSO	destroy after 5 years. AUTH: N1-AFU-90-3
2			at AFOSI composite detachments with technical services	destroy after 2 years. AUTH: N1-AFU-90-3
3	technical security survey report files	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	at IOC/TSO	destroy after 15 years. AUTH: N1-AFU-90-3
4			at AFOSI composite detachments with technical services	destroy after 2 years, or when no longer needed, whichever is later (See Note 1). AUTH: N1- AFU-90-3

TABLE 71-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at AFOSI servicing districts	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6			at the requester or other organizations	destroy when resurvey is completed, or when no longer needed. AUTH: N1-AFU-90-3
7	technical support operations	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	at IOC/DIR	destroy under same destruction criteria assigned to the substantive case supported (see note 2). AUTH: N1-AFU-90-3
8			at AFOSI composite detachments	forward to HQ AFOSI 3 months after case is closed or after command action has been completed, whichever is later. AUTH: N1-AFU-90-3
9	technical support repository reports	photo support repository and support documents (prior 1993)	at IOC/TSO	destroy after 6 years. AUTH: N1-AFU-90-3
10			at AFOSI technical services districts	destroy after 2 years. AUTH: N1-AFU-90-3
11	polygraph examinations	polygraph examiner report (AFOSI Form 76) for investigative examinations, results, polygraph charts, statements of consent, medical waiver to undergo polygraph examination (AFOSI Form 77), related records (less those examination and medical waiver records noted in rules 12 and 12.3)	at HQ AFOSI	destroy after 15 years, or with related case file, whichever is later. AUTH: N1-AFU-87-36
12		counterintelligence security polygraph (CSP) examiner reports that prove nondeceptive, results, polygraph charts, statements of consent, medical waivers, and related records	at HQ AFOSI and AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-87-36
12.01		AFOSI Form 76 (draft)	at AFOSI field extensions	destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36
12.02		non-record copies of polygraph examiner reports and results		
12.03		medical waiver for CSP examinations	at HQ AFOSI and	destroy after 3 years.

TABLE 71-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		that prove nondeceptive	AFOSI field extensions	AUTH: N1-AFU-87-36
13	(RESERVED)			(RESERVED)
14				
15	forensic services	reports of services and related records, provided by an AFOSI regional forensic consultant	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-87-31
15.01			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-87-31
15.02		reports of services and related records, provided by AFOSI personnel other than regional forensic consultants	at HQ AFOSI	destroy after 3 years. AUTH: N1-AFU-87-31
15.03			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-87-31
16	(RESERVED)			(RESERVED)
17				
18	forensic science policy guidance	correspondence pertaining to the operation of the forensic science program	at HQ AFOSI and AFOSI field extensions	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
19	forensic travel records	messages of request, TDY orders and travel vouchers		see tables 37-13 and 177-20. AUTH: N1- AFU-90-3
20	forensic digest	official and professional information on forensic science and investigative techniques	at HQ AFOSI	see table 37-7, rule 1. AUTH: N1-AFU-90-3
21			at AFOSI field extensions	see table 37-14, rule 14. AUTH: N1-AFU-90-3
22	AFOSI training programs	applicants requests for training for forensic science scholarship and specialized criminal investigative course programs, and related documents (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3
23	National Crime Information Center (NCIC)	policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF	at HQ AFOSI	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
24		backup information on NCIC terminal entries into the NCIC computer		destroy 3 months after related entry is removed from the computer. AUTH: N1- AFU-90-3
25		HQ AFOSI terminal entries into the NCIC computer	on deserters	destroy (remove) entry from computer upon return of member to military control. AUTH: N1-AFU-90-3
26			on weapons	destroy (remove) entry

TABLE 71-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				from computer after 15 years, or when weapons are recovered, whichever is sooner. AUTH: N1-AFU-90-3
27			on stolen automobiles, motorcycles, and license plates	destroy (remove) entry from computer after 4 years, or when items are recovered, whichever is sooner. AUTH: N1-AFU-90-3
28			on stolen property	destroy (remove) entry from computer after 1 year, or when property is recovered, whichever is sooner. AUTH: N1-AFU-90-3
29		FBI validation listings	at HQ AFOSI	destroy when superseded. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain copies of recurring surveys until resurvey is completed.
2. Retain for a minimum of 10 years.

TABLE 71-6**SOURCE RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AFOSI/Contacts (OSI/C)		at HQ AFOSI	destroy 15 years after contact is permanently terminated. AUTH: N1-AFU-90-3
2			at district source coded officers (SCOs)	send to gaining district if OSI/C is transferred or destroy after 1 year if all pertinent data has been previously forwarded to HQ AFOSI. AUTH: N1-AFU-90-3

TABLE 71-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			at lower levels	send to district SCO after OSI/C is transferred or permanently terminated. AUTH: N1-AFU-90-3
4	associated personnel		at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
5			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
6	name traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
7			at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	source register (CSI cards)	AFOSI Form 153 (before 1984)	at HQ AFOSI	destroy 10 years after CSI is terminated. AUTH: N1AFU-90-3
10	(RESERVED)			(RESERVED)
11	source dossier (CS)	investigations and other data pertaining to coded sources (CS)	at IOC/DIR	destroy 15 years after CS is terminated. AUTH: N1-AFU-90-3
12			at AFOSI field extensions	destroy 1 year after termination. AUTH: N1-AFU-90-3
13	source register (CS)	identification data pertaining to CS (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy 15 years after CS is terminated. AUTH: N1-AFU-87-29
14	(RESERVED)			(RESERVED)
15	area source program (ASP) dossiers	identification data pertaining to ASP personalities (prior 1977)	at HQ AFOSI	destroy 10 years after termination. AUTH: N1-AFU-90-3
16			at AFOSI field extensions	destroy 1 year after termination. AUTH: N1-AFU-90-3
17	ASP source cards	AFOSI Form 159 (before 1984)	at HQ AFOSI	destroy 10 years after termination. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19	potential sources	identification and related data pertaining to potential sources	at AFOSI activities	destroy after they become active/transferred or terminated. AUTH:

TABLE 71-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				N1-AFU-90-3
20	open sources	identification and related data pertaining to open sources		destroy after termination. AUTH: N1-AFU-90-3
21	SCO burn list	identification of individuals concerned (prior 1984)	at IOC/MCI	destroy 15 years after date of original record. AUTH: N1-AFU-90-3
22			at AFOSI field extensions	destroy 5 years after date of original record. AUTH: N1-AFU-90-3
23	monthly statistical data	statistical data	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-7

AFOSI INVESTIGATIVE SUPPORT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	evidence logs	ledgers reflecting acquisition and final disposition of evidence obtained during the course of an investigation	at AFOSI detachments	destroy 2 years after the close-out date of the log (all ledger entries indicate final disposition of all evidence). AUTH: N1- AFU-90-3
2	index documentation	names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes (includes AFOSI information in the Defense Clearance and Investigations Index)	at HQ AFOSI and AFOSI field extensions	destroy when related case file is destroyed. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	liaison and jurisdictional agreements	letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at IOC/DIR	retire as permanent (See Note 3). AUTH: NC1-AFU-76-23

TABLE 71-7
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at AFOSI field extensions	destroy when no longer needed. AUTH: N1- AFU-90-3
6	complaint form file	specific and nonspecific investigative material	at detachments, resident agencies, and operating locations	destroy after 1 year AUTH: N1-AFU-90-3
7	statistical documents	collection of workload and man-hour statistics concerning investigations and related activities	at HQ AFOSI	destroy after 5 years. AUTH: N1-AFU-90-3
8		data listings of technical support case with related correspondence, data cards and tapes		destroy after 10 years. AUTH: N1-AFU-90-3
9			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
10	school and college ability tests (SCATS)	test booklets and scoring stencils used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
11	authority to issue badges and credentials	rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence, used as identification for personnel who qualify for and who are eligible to be issued badges and credentials		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12	badges, credentials, receipts and inspection records	credentials	at HQ AFOSI	destroy 6 months after cancellation or when superseded. AUTH: N1-AFU-90-3
13		badge and credential receipt	at HQ AFOSI/IGQ	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
14		badge and credential receipt, ADP card, machine listings, and inspection/inventory reports	at HQ AFOSI	
15		badge and credential receipt and inspection reports	agents receipt copy reports at AFOSI field extensions	destroy when no longer needed. AUTH: N1- AFU-90-3
16		badge and credential receipt	at AFOSI District 8	
16.01		badge and credential receipt	at HQ AFOSI	destroy on surrender of badge and credentials to which they pertain. AUTH: N1-AFU-90-3
17	investigative control summaries and data cards	summary of information and data contained in reports of investigation, command actions, and review board	at division and branch levels to establish controls and suspenses	destroy after 5 years, or when superseded, obsolete, or no longer

TABLE 71-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		decisions	to follow cases	needed. AUTH: N1-AFU-90-3
18	AFOSI investigative resumes for USAF commanders	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations (prior 1993)	at HQ AFOSI/SCP	destroy after 5 years. AUTH: N1-AFU-90-3
19			at other offices	destroy when no longer needed. AUTH: N1-AFU-90-3
20	threatened airman program (TAP)	identification and supporting data related to the relocation of threatened airmen (case type 753)	at IOC/MCI	destroy after 10 years. AUTH: N1-AFU-87-21
21			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-87-21
22	objectionable material	pictures, books, etc.	at HQ AFOSI	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
23	AFOSI applicant investigative processing	applications, personnel suitability records, and information relating to employment and retainability of the individual	at HQ AFOSI for applications disapproved	destroy 10 years after disapproval. AUTH: N1-AFU-87-23
24			at HQ AFOSI for applications approved	destroy 10 years after individual's termination, decertification, discharge, or reassignment. AUTH: N1-AFU-87-23
25			at AFOSI field extensions	destroy 1 year after processing is completed. AUTH: N1-AFU-87-23
26	wire tapping and eavesdropping records	reports and records required by AFI 71-103 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI and accumulated by investigative personnel	destroy under same destruction criteria assigned to the substantive case supported (See Notes 1 and 2). AUTH: NC1-AFU-76-23
27	identi-kit composite constructed in unknown subject	identi-kit composites	at AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 71-7
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	cases			
28	fraud/criminal briefing program	reports, correspondence and related records on fraud mission briefings (in CACTIS computer database)	at HQ AFOSI	destroy after 3 years. AUTH: N1-AFU-90-3
29		rule 28 records (paper)	at HQ AFOSI and AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
30	specialized crime reports and studies	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	record copies at HQ AFOSI	destroy after 6 years. AUTH: N1-AFU-90-3
31			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
32			at units	destroy after 1 year. AUTH: N1-AFU-90-3
33	fraud evaluations	district fraud manager unit evaluation reports consisting of letters, messages and statistical data	at AFOSI field extensions	
34	contraband drugs and paraphernalia as training aids	accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)		destroy 1 year after last entry. AUTH: N1- AFU-90-3
35	criminal alert notices (CANs)		at HQ AFOSI/DAVR	destroy after 15 years. AUTH: N1-AFU-87-21
36			at IOC/DTA and AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-87-21

NOTE(S):

1. Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.
2. Retain for a minimum of 10 years.
3. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

84. History. These tables cover records relating to policy and procedures on the handling of historical information to aid the Air Force in policy planning and decisions.

TABLE 84-1**HISTORICAL PROGRAM RECORDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	periodic histories and occasional monographs, studies, and reports	records prepared or collected by historical officers and historians under the Air Force historical program	original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ Air Force Historical Research Center (AFHRA)	retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 2 and 3. AUTH: GRS 16/13c
2			original medical histories maintained by HQ USAF/SG	
3			copies or microfilm maintained by the originating unit	destroy on inactivation of the unit. If microfilmed, see notes 2, 4, and 6. AUTH: N1-AFU-90-3
4			copies retained by originating HQ USAF staff office down to and including directorate (or comparable) level	
5			copies received by intermediate headquarters from lower echelons and retained for research and reference	
6	source documents	subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ AFHRA	copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing)	disposition pending. AUTH: Unscheduled
7			copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level	destroy when no longer needed, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 84-1**Continued. (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			at the unit or HQ USAF staff office at directorate or above level for which the reports were prepared	destroy when no longer needed. AUTH: N1-AFU-90-3
9			copies received and retained for research and reference by the organization requesting the report	
10	historical research and reference	special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference	collected and maintained by historians at HQ USAF/HQ AFHRA/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference	destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner (EXCEPTIONS: if microfilmed, see note 2; if inactivated, see note 5). AUTH: N1-AFU-90-3
11	organizational emblems - initiator	official emblem elements, approvals, records resulting from changes in emblem, copyright releases, and other related documents	at initiating activities	forward to HQ AFHRA/RS on inactivation of activity. AUTH: N1-AFU-90-3
12	Organizational Emblems - Intermediate Headquarters		at intermediate headquarters	forward to AFHRA/RS when no longer needed. AUTH: N1-AFU-90-3
13	Organization Emblems		at HQ AFHRA/RS	transfer to National Archives (for permanent retention) when no longer needed by AFHRA for on-site reference (See Note 2). AUTH: NC1-AFU-80-8

NOTE(S):

1. HQ Air Force Historical Research Agency (HQ AFHRA) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF activities according to AFI 84-101.
2. If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has

been inspected and found acceptable.

3. Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.

4. Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ Air Force Historical Research Agency/ISA, Maxwell AFB AL 36112.

5. Upon inactivation of groups, wings, and higher level organizations, and units that operated bases or Air Force stations, screening and final disposition of all historical research and reference records, including microfilm, will coordinate with the Air Force Historical Research Agency/ISA.

6. At the discretion of the MAJCOM/FOA records management officers, paper copies may be transferred to the gaining units.

TABLE 84-2

MUSEUM PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general authority	basic delegations of authority to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program	at Office, Secretary of the Air Force (SAF/PA) and United States Air Force Museum (USAFM)	retire as permanent (See NOTE). AUTH: N1-AFU-87-32
1.01			at MAJCOM and subordinate commands	destroy 20 years after the museum is inactivated and historical property has been reassigned and all claims are settled. AUTH: N1-AFU-87-32
1.02			at the museums	on inactivation transfer the records through the parent command to the USAFM where they will be retained and disposed of per rule 1.1. AUTH: N1-AFU-87-32
2	liaison data	correspondence, photographs, brochures, and other types of printed matter used to reflect technical and nontechnical assistance provided contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history		destroy when no longer needed. AUTH: N1-AFU-90-3
3	museum operation data	correspondence and related data in support of management, operation and administration of museums and their predecessors		destroy 20 years after museum is closed and all claims are settled. AUTH: N1-AFU-87-32
3.01	monographs, studies, photographs	record set of monographs, historical studies, photographs and other related historical data	at the USAFM and other museums	retire as permanent (See NOTE). AUTH: N1-AFU-87-32

TABLE 84-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	historical property	proffers of gift; acceptance letters; item record cards; loan, disposal, and transfer vouchers; directly related correspondence; and other records evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property inventory		destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized. AUTH: N1-AFU-90-3
5	historical property source data	correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums		transfer activated record to the historical property records (rule 4) files. AUTH: N1-AFU-90-3
6			remaining records other than rule 5	destroy when no longer needed. AUTH: N1-AFU-90-3
7	Report of USAF Historic Property	record of all historic items of all types in museums	at USAFM	destroy after 20 years. AUTH: N1-AFU-87-32
7.01			at other than USAFM	destroy when 5 years old. AUTH: N1-AFU-87-32

NOTE: Transfer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

90. Command Policy. These tables cover records related to policy that senior Air Force leadership creates, including organizational strategic planning, policy formulation, performance measurement, the Inspector General, and liaison with Congress.

TABLE 90-1**INSPECTOR GENERAL ADMINISTRATIVE REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative reviews, inquiries and investigations	reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel; complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken which are the result of personal conference periods or complaints presented under AFI 90-301 or worked within/by Inspectors General (note)		destroy 2 years after the case is closed. AUTH: N1-AFU-90-44
2		reports involving senior officials, i.e., an active duty, retired, Reserve or Air National Guard military officer in grades brigadier general and above; current and former civilians above the grade of general service (GS) or general manager (GM)-15; current or former members of the Senior Executive Service, and current and former Air Force civilian Presidential appointees; active duty, Reserve, or Air National Guard military officers in the grade of colonel	at SAF/IGQ	destroy 2 years after the case is closed, or 2 years after the senior official retires, whichever is later. AUTH: N1-AFU-90-44
3			at MAJCOMs/FOAs and below	destroy 2 years after the case is closed. AUTH: N1-AFU-90-44

NOTE: These reports do not include OSI investigations.

TABLE 90-2**INSPECTION RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	inspection reports not otherwise covered in this table		at MAJCOMs and subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: N1- AFU-90-3
2		record copies		destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3
3			at inspected activities, monitoring, evaluating, or approving authorities	destroy 1 year after corrective action has been taken, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		information copies of other unit inspections for self- inspection/assessment purposes and replies when required	at unit level	destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4.01		information copies of other unit inspections for monitoring the status of individual units corrective actions, formulating exercise scenarios, and conducting ORI type exercises	at base self-inspection office	destroy upon receipt of next inspection report for that unit, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		special interest items inspection files		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
6		copies of reports with active-review findings		destroy 2 years after approval of inspection report. AUTH: N1- AFU-90-3
7		informational background material collected during an inspection		destroy when no longer needed. AUTH: N1- AFU-90-3
8	surveillance records	records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	originals at SAF/IG (note: paper copies are normally microfilmed within 3 years)	destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3

TABLE 90-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	inspection team programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection and information pertinent to special inspection efforts	at inspection offices	destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar records and papers related thereto, not published as, or supplement to, a standard publication per AFI 37-160V1 (see Table 37-7); and, which are not used to record a completed inspection		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
10.01	self-inspection checklists			see table 37-15, rule 33. AUTH: N1-AFU-90-3
11	inspection clearance certificates	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto	at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities	destroy after 1 year. AUTH: N1-AFU-90-3
12	operational readiness plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	destroy when superseded. AUTH: N1-AFU-90-3
13	summary of inspector general activities			see table 90-3. AUTH: N1-AFU-90-3

TABLE 90-3**FRAUD, WASTE AND ABUSE (FWA) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	case files	USAF FWA Disclosure (AF Form 635) or other format for HOTLINE AND Non-HOTLINE disclosures, including HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report, and related records report, and related records	at HQ USAF, MAJCOMs, and below (except AFOSI)	destroy 2 years after case is closed (note 1). AUTH: N1-AFU-88-32
2			at HQ AFOSI and AFOSI field extensions	see 71-series tables. AUTH: N1-AFU-90-3
2.01		rules 1 and 2 FWA disclosures which are substantiated and: have wide media coverage or are investigated by or at the request of Congressional committees; involve general officers or equivalent personnel; involve dollar losses or recoveries of \$100,000 or more; reveal systemic problems in AF administration /or result in major changes in policy and procedures and/or result in major changes in AF policy and procedures	at highest command level where the inquiry was completed or where the case file is maintained	retire as permanent (note 2). AUTH: N1-AFU-88-32
3	case files summary data	computer printout summaries of open and closed FWA cases, and related records		destroy when no longer needed. AUTH: N1-AFU-88-32
4		selected case files data in the computer		
5	FWA reports	HQ USAF input to the DOD Semiannual Report to the Congress, and related records		destroy after 2 years. AUTH: N1-AFU-88-32
6	(RESERVED)			(RESERVED)
7	remedies plans	plans used to determine what judicial, contractual and administrative remedies are necessary	at HQ USAF	retire as permanent (note 2). AUTH: N1-AFU-88-32
7.01			at MAJCOMs and below	destroy after 2 years, or when no longer needed, whichever is later AUTH: N1-AFU-88-32
8	log registers	logs recording names, dates and other applicable data of disclosures		destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Cutoff daily and destroy 2 years after case is closed.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 90-4**CONGRESSIONAL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	congressional inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance-such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	at OSAF and HQ USAF	retire as permanent (see note 1). AUTH: NC1-AFU-80-8
2			below HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
3		routine and noncontroversial communications from and to members of Congress relating to unclassified information-such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement, and inquiries from constituents about surplus property	at HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
4			at OSAF and all activities below HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3
5	congressional travel	letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force		destroy after 6 months or when no longer needed, whichever is sooner (see note 2). AUTH: N1-AFU-90-3

NOTE(S):

1. Transfer to National Archives in 5-year blocks when latest record is 25 years old.
2. When congressional travel records are used as background for case files, their disposition will be the same as the files they support.

91. Safety. These tables cover records pertaining to nuclear mishaps incidents, including policy and safety-rule regulations governing all operations with nuclear weapon systems. These tables also cover records pertaining to the administration of the Air Force Safety Program as it applies to the whole area of mishap prevention.

TABLE 91-1**NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operational plan data documents (OPDDs)	descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
2			at HQ USAF, MAJCOMs/DRUs/FO As, and other offices of record	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
3	technical nuclear safety analyses (TNSAs)	analyses of adequacy of NWSS features	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
4			at HQ USAF, MAJCOMs/DRUs/FO As, and other offices of record	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5	NWSSG safety study reports	working draft reports, safety studies, and reviews of USAF/non-U.S. NATO NWSs	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
6		intermediate versions of reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG		
7		HQ USAF approved final version of NWSSG reports of NWSS studies and reviews		
8		copies of rules 5 thru 7 reports	at HQ USAF and other offices of record	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
9	safety rules packages	draft CSAF/CJCS memoranda, description of NWS, summaries of operational concept, nuclear safety design features in NWS, and proposed NWSS rules, included as appendix to rules 6 and 7 reports	at HQ AFSA/SEN	destroy reproducible masters when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
10			at HQ USAF and other offices of record	destroy when NWSS rules are published. AUTH: N1-AFU-90-3

TABLE 91-1**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11	rules writer's background files	correspondence and study reports concerning establishment, application and interpretation of NWSS rules, including related JCS papers	at HQ AFSA/SEN	destroy 2 years after NWS is declared obsolete, nonoperational, or dropped from the USAF or non-U.S. NATO inventory. AUTH: N1-AFU-90-3
12	NWS critical component lists	lists of critical hardware, software or code components subject to split handling/knowledge procedures		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

TABLE 91-2**NUCLEAR REACTOR RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	health physics and process control data logs	health physics daily logs, water activity analysis logs, Geiger-Mueller analysis logs, air sample analysis logs, daily routine health physics logs, background and efficiency logs, portable survey instrument calibration logs, and source movement, inventory, and leak test logs	at installation level	destroy 100 years after inactivation of facility (note). AUTH: N1- AFU-88-35
2	environmental sample data	data for the analysis of soil, vegetation, and water samples that are subject to radioactive contamination		
3	nuclear reactor logs	daily operational records and facility/system utilization logs		
4	contractor shipments	forms used by contractors when shipping radioactive material		
5	radiation level	reports which provide data required to analyze the possible buildup of radiation levels		
6	radiation film badge	records that serve as a reference to dosimeter logs and provide a record of the accumulated radiation dosage in a specific area for which the permit was issued		

TABLE 91-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	dosimeter log	log of each entry used to control the number of individuals in a nuclear reactor plant at any one time, record the amount of radiation exposure by each individual while in the plant, and provide a record of who is in the plant in event of an emergency	at reactor facility	
8	process control charts	graphic presentations used in analyzing trends in plant chemistry parameters, and provide a basis for determining the need for changes in chemical treatment of various plant systems		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	occupational exposure	dosimeter film exposure listing used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records		destroy after 1 year. AUTH: N1-AFU-90-3
10	operator training	training and certification records of assigned reactor operator		Destroy 100 years after inactivation of facility (note). AUTH: N1-AFU-88-35
11	radioactive waste disposal	shipping manifests, inventories, analytical data and related records of waste generated at the facility.		
12	safety analysis	safety meeting minutes pertaining to safety related analysis and studies of the nuclear reactor facility and operation, reports, and related records	at reactor facility	
13	reactor design	reports, analysis, and related records on design, evaluation, procurement, construction, and safety analysis of reactor systems		

NOTE: The Air Force oversight agency reviews these nuclear reactor records prior to scheduled destruction to determine if longer retention is necessary.

TABLE 91-3**ACCIDENT/INCIDENT REPORT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	nuclear weapon accident/incident deficiency analyses and summaries	analyses and statistical data summaries prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports	filed with accident/incident deficiency report	destroy with related reports. AUTH: N1- AFU-90-3
2			filed with nuclear weapon system case file	destroy with case file (table 91-1). AUTH: N1-AFU-90-3
3	nuclear weapon accident/incident deficiency report (also see table 32-26, rules 1, 2 and 3)	initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204	original paper records at HQ AFSA/SEN	destroy after microfilm or automated data is determined adequate substitute. AUTH: N1- AFU-90-3
4			microfilm copies of automated data	destroy after 30 years. AUTH: N1-AFU-90-3
5			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
5.01			copies at HQ USAF, MAJCOMs/DRUs/FO As, and below	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	reactor/radioisotope systems accident/ incident reports		original paper records at HQ AFSA/SEN	destroy after microfilm or automated data is determined adequate substitute. AUTH: N1- AFU-90-3
7			microfilm copies of automated data	destroy after 30 years. AUTH: N1-AFU-90-3
8			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
8.01			copies at HQ USAF, MAJCOMs/DRUs/FO As, and below	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 91-4**SAFETY PROGRAM ADMINISTRATION**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	safety program coordination	letters requesting/certifying that teams have received safety indoctrination briefings at installations to which they are deployed.	at unit of assignment	destroy 1 year after job is completed. AUTH: N1-AFU-90-3
2	safety studies	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have a mishap potential, and supporting records	at HQ USAF/SE or HQ AFSA	destroy when superseded, obsolete or no longer needed (EXCEPTION: see AFI 37-139, for disposal of collections of such records considered worthy of preservation). AUTH: N1-AFU-90-3
3			at MAJCOMs/DRUs/FO As and below	destroy when no longer needed. AUTH: N1- AFU-90-3
4	safety visit reports, evaluations, assessments, or inspections	final reports and supporting correspondence relating to findings and recommendations during safety visits	at HQ USAF/SE and HQ AFSA	destroy after 6 years. AUTH: N1-AFU-90-3
4.01			at wing/installation safety offices	destroy after 1 years. AUTH: N1-AFU-90-3
5	explosive operations, construction modifications, explosive facilities, exposed non- explosive support facilities and/or operations	site plans, exceptions and explosives licenses with all related drawings, specifications, cover letters, and approval documents		destroy when superseded, obsolete, or cancelled. AUTH: N1- AFU-90-3
6	operational review reports	reports, related background material, and correspondence, accumulated as a result of DOD- required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to- target sequence and safety rules	at HQ USAF and HQ AFSA	destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory. AUTH: N1- AFU-90-3
7			at MAJCOMs/DRUs/FO As	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
8	hazard reports	reports, with related attachments and correspondence, concerning but not limited to weapons, ground, and flying hazards		destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 91-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	safety programming	safety inspection program, field effort itineraries, team personnel rosters and change sheets, records on personnel augmentation, and information pertinent to specific safety field efforts		destroy after programming the next cycle's safety coverage. AUTH: N1-AFU-90-3
10	safety council meetings	minutes of meetings related to flight, ground, explosive, missile, space, and nuclear safety operations and their improvement		destroy after 1 year. AUTH: N1-AFU-90-3
11	safety education material	originals of any materials included in final publications, such as safety magazines, kits, etc.,		destroy when no longer needed. AUTH: N1-AFU-90-3
12	ground safety management	reports concerning mishap prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities		destroy after 2 years. AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14				
15	danger tags, warning tags, or caution tags			destroy when no longer needed. AUTH: N1-AFU-90-3
16	hazard abatement plans	USAF Hazard Abatement Log		destroy 5 years after closing action taken. AUTH: N1-AFU-90-3
17	variances to AF occupational safety and health (AFOSH) requirements	requests for variances, related records, records of variances, and alternate safety/health measures		destroy 1 year after variance terminated. AUTH: N1-AFU-90-3
18	traffic safety education (TSE) and supervisor safety training (SST)	Automated Personnel Data System (APDS) entries for military members or appropriate personnel data system-civilian (PDS-C) for civilian personnel documenting individual's completion of standard traffic safety course, motorcycle operator courses, driver improvement program, and supervisor safety training	at installation MPFs and CPFs	destroy (delete) upon individual's discharge, separation, or forward entry data to next PCS installation MPF or CPF. AUTH: N1-AFU-91-6
19		above computer TSE and SST data on disc	at installation safety office	delete/update data on disc, and send periodically back to MPF or CPF for computer update. AUTH: N1-AFU-91-6
20		APDS and PDS-C computer listings of updated TSE and SST training codes		destroy when superseded. AUTH: N1-AFU-91-6
21		copy of Certificate of Competency (AF		destroy upon

TABLE 91-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Form 483) for MOPED and motor scooter training		individual's discharge, separation, or PCS. AUTH: N1-AFU-91-6
22		Safety Education Call Roster (AF Form 1286)		destroy after 1 year. AUTH: N1-AFU-91-6
23		motorcycle safety training data	at HQ AFSA, MAJCOMs/DRUs/FO As, and installation safety offices	
24	job safety training	Employee Safety and Health Record (AF Form 55) containing HAZCOM training	at unit level	disposition pending. AUTH: N1-AFU-90-3
25		AF Form 55 containing general safety and health training		disposition pending. AUTH: N1-AFU-90-3

TABLE 91-5**MISHAP REPORTING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft, space, missile, explosives, and nuclear mishap reports (also see table 91-1, rules 3, 4, and 5)	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204	at HQ USAF/SE and HQ AFSA	disposition pending. AUTH: Unscheduled
2			microfilm at HQ AFSA	destroy after 30 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3			at MAJCOMs and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (See Note 2) (EXCEPTION: same as rule 5D). AUTH: N1-AFU-90-3
4	ground mishap reports	USAF mishap report series, with pertinent attachments, records and related papers	at HQ AFSA	destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 91-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at MAJCOMs/DRUs/FO As and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (EXCEPTION: MAJCOMs/DRUs/FOA s may retain for 5 years those portions of reports and attachments that are essential to safety analysis). AUTH: N1-AFU-90-3
6	flight, ground, space, missile and explosives mishap paraphrased information messages	essential information from selected mishap reports	at units	destroy after 1 year. AUTH: N1-AFU-90-3
7	automated mishap data	punched cards and magnetic tapes which are coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions etc.,		destroy when no longer needed. AUTH: N1- AFU-90-3
8	mishap logs and inventories	records used as an aid in researching for occurrences involving specific vehicles and/or individuals		
9	mishap/incident reference sheets	records used to research specific occurrences involving aircraft and missile mishaps/incidents	at HQ AFSA	destroy after 2 years. AUTH: N1-AFU-90-3
10			microfilm copies	destroy after 30 years. AUTH: N1-AFU-90-3
11	pilot repeater files	EAM cards which serve as a record file of rated individuals involved in one or more mishaps/incidents	at HQ AFSA	destroy when no longer needed. AUTH: N1- AFU-90-3
12	occupational injuries and illnesses	Illnesses and Injuries (AF Form 739)	at organizational levels	destroy after 5 years. AUTH: N1-AFU-90-3

NOTE(S):

1. Reports of those mishaps/incidents which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation, will be retired as permanent.
2. Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory.

TABLE 91-6**MISHAP SUMMARIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	mishap summaries	equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	ground mishap summaries	ground mishap summaries, forms, and correspondence, which constitutes a preliminary monthly summary of ground mishaps		destroy after 2 years. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	USAF mishap bulletins	statistical tables that summarize under one cover the USAF mishap experience for a fiscal year		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 91-7**ALLEGED FLYING VIOLATIONS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	final reports of investigations	reports of outstanding significance, such as alleged flying violations of international borders		retire as permanent (See Note). AUTH: NC1-AFU-80-8
2		reports of not outstanding significance		destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3
3		reports of flying evaluations board proceedings		dispose of with the records of which they are made a part. AUTH: N1-AFU-90-3
4		reports of court-martial proceedings		
5		reports of claims against the government		
6		reports made part of aircraft accident reports		
7		information copies of reports		destroy 1 year after investigation is completed. AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5 year blocks when latest record is 25 years old.

145. Commissaries. These table cover records pertaining to operation of commissaries, including single manager subsistence supply, obtaining and storing food, sale of food, and maintenance of appropriate records. It does not include retail store or grocery section activities provided as part of the Exchange Service.

TABLE 145-1**COMMISSARY RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	surveys of military commissary stores (RCS: DD-FM&P(A)1187)	records used as basis to continue operating store	at HQ USAF, MAJCOMS, regions, complexes or bases	destroy after 6 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	commissary trust revolving fund	records of budget requests, allocations and expenditures of funds	at commissary regions, complexes and stores	destroy 3 years after end of fiscal year to which they pertain. AUTH: N1-AFU-90-3
3		historical accounting records reflecting trend analysis of surcharge fund expenditures	at DECA/ACBM	destroy when no longer needed for operational purposes. AUTH: N1-AFU-90-3
4	vendor files	folders with merchandise orders, pricing copies, price lists, BDO/BPA consumption record, and related data	at regions, complexes, and commissary stores	destroy when individual document is superseded by a new record or when vendor is removed from list of suppliers. AUTH: N1-AFU-89-5
4.01		commissary blanket order call registers (AF Form 521)		destroy 1 year after life of contract. AUTH: N1-AFU-89-5
5	mandatory sales program	item presentation (AFCOMS Form 33), control logs, messages and related data	at DECA regions, complexes and commissary stores	destroy after 2 years. AUTH: N1-AFU-89-5
5.01		master stock lists		destroy when superseded. AUTH: N1-AFU-89-5
6	Vendor Coupon Transmittal, AF Form 2368	forms used to transmit coupons	at DECA/ACFC	destroy after 1 fiscal year. AUTH: N1-AFU-89-5
6.01			at commissary stores	destroy after 3 years. AUTH: N1-AFU-89-5
7	coupon accounting records	manual or mechanized products	at DECA/ACFC	see table 177-1, rule 1 and table 177-4. AUTH: N1-AFU-90-3
8	meat tonnage reports (AFCOMS Form 41)	data used to compute manning requirements	at DECA/XP	destroy 2 years after next standards application is implemented. AUTH: N1-AFU-89-5

TABLE 145-2

COMMISSARY STORE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cash control records (except for dishonored check files, which are covered elsewhere in this table)	audit tapes, records, and working papers generated as a result of performing cash sales transactions, and collecting funds from patrons or vendors	at customer service department	destroy 3 fiscal years after close of fiscal year in which final payment is effected, provided there are no discrepancies. AUTH: N1-AFU-86-30
2			information copies	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-30
3	price lists	quarterly depot price lists, single-manager subsistence price lists and supplements	at stores administrative office	destroy 1 year after February inventory. AUTH: N1-AFU-89-6
3.01		base-generated local purchase price lists and supplements		destroy after 3 months. AUTH: N1-AFU-89-6
4	commissary voucher and control records	Single Store Commissary Voucher and Control Record (AF Form 2366) and supporting records	at the control office (note 4)	destroy after 2 years (note 1) AUTH: N1-AFU-89-6
5	charge sales	abstract of receipts forms, issue slips (AF Form 287) with attached informal lists, and other records relating to charge sales	at store administrative office	
6	informal inventories	gain and loss statements and inventory transaction statements used for summarizing and analyzing commissary operation	at store administrative office or overseas control office	
7	requisitioning, receiving and transfer records	stock status reports, purchase requests, BDOs/BPAs, requisitions, advice of action, transfer of stock, tallies, related data and following computer-produced lists: itemized receiving report, PCN: SD001-RECV.1,.2 with adjustments; daily receipts register, PCN: SD001-RECR.1,.2; summary receiving report, PCN: SD001-RSUM.1,.2,.3; suggested order, PCN: SD109.SUGG ORD		destroy 1 year after completion of February inventory (See Note 1). AUTH: N1-AFU-89-6
8		commissary blanket order call registers (AF Form 521)		destroy 1 year after life of contract. AUTH: N1-AFU-89-6
9	vendor credit memos		at store administrative office	destroy 60 days after collection action is complete. AUTH: N1-AFU-90-3

TABLE 145-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	commissary vendor credit register (AF Form 891)			destroy 1 year after completion of the register. AUTH: N1- AFU-89-6
11	accountable inventories	Report of Gains or Losses (AF Form 51), Inventory Control Log (AF Form 359), inventory certificates, contractors' letters on dollar value, and related material		destroy 2 years after February inventory (See Note 1). AUTH: N1- AFU-90-3
12	price adjustment	records supporting price adjustment vouchers, look-up files		destroy after 2 fiscal years. AUTH: N1- AFU-90-3
13	commissary sales reports	operating statements and related data		
14	dishonored check files	Pay Adjustment Authorization (DD Form 139), Cash Collection Voucher (DD Form 1131), and related records	at commissary stores (sensitive material subject to the Privacy Act must be kept in a controlled area)	destroy after 5 fiscal years (See Note 3). AUTH: N1-AFU-90-3
15	spot-check logs	used to verify shelf prices on a periodic basis	at commissary store administrative offices	destroy after 6 months. AUTH: N1-AFU-90-3
16	shipping discrepancies	records concerning contractual discrepancies; improper, defective, or misdirected shipments; and related data		destroy 1 year after resolution. AUTH: N1- AFU-90-3
17	damaged merchandise	Inventory Adjustment Monetary Account (DD Form 708), Tally In-Out (AF Form 129), and related documents	at commissary stores	destroy 2 months after end of accountability period to which they pertain. AUTH: N1- AFU-90-3
18			at control office (note 4)	destroy after 2 years. AUTH: N1-AFU-89-6
19	subsistence consumption	Subsistence Consumption Record (AF Form 1331) and related documents		destroy after 1 year. AUTH: N1-AFU-90-3
20	commissary equipment	records of acquisition, maintenance and disposition of equipment	at bases or comparable level	destroy 1 year after final disposition of equipment. AUTH: N1-AFU-90-3
21	control of cigarette sales	Cigarette Purchase Certificate (AF Form 183)	at commissary stores	destroy when no sales have been recorded for 6 consecutive months. AUTH: N1-AFU-90-3
22	menu planning meetings	minutes, menu recapitulation forms, inspections of subsistence, and similar data	at region, complex, or store level	destroy after 1 year. AUTH: N1-AFU-90-3
23	War Reserve Materiel (WRM) and	ration requests, consolidated ration requests, memoranda of field ration	at troop support stores	destroy 1 year after requirement is updated.

TABLE 145-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	contingency ration requests	issues, and comparable related data		AUTH: N1-AFU-90-3
24	bakery, tobacco, deli, produce and meat department records	operational and supporting records		destroy after 1 year (See Note 1). AUTH: N1-AFU-90-3
25	excessive purchase statements			destroy after 1 year (note 1). AUTH: N1- AFU-89-6
26	file maintenance update book	computer listing for each item manager		destroy when listing is superseded. AUTH: N1-AFU-89-6
27	computer-produced listings	vendor file changes, PCN: SD001- FM25.1		destroy when no longer needed. AUTH: N1- AFU-90-3
28		create new month vendor file, PCN: SD001-MSTR.1		
29		vendor file buildup of spare receipts, PCN: SD001-FM30.1		
30		(RESERVED)		
31				(RESERVED)
32		vendor cross-reference list, PCN: SD001-XREF.1,.2,.3,.4		destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
33		warehouse pull control worksheet, PCN: SD001-PULL.1		destroy after 3 months. AUTH: N1-AFU-89-6

NOTE(S):

1. Maintain these records on an accountable year basis. The accountable year begins 1 March and ends on the last day of February.
2. RESERVED
3. Where host base has a "returned check" policy, comply with host base. Retirement to Federal Records Centers is not authorized.
4. At stores where Automated Commissary Operations System (ACOS) is implemented, the administrative office is the control office.

TABLE 145-3**MILSTRIP/MILSBILLS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requisitions and requirements listings	unmatched requisition lists (SD001-0LRQ.1)	at control office (note)	destroy after corrections have been made. AUTH: N1- AFU-90-3
2		off-line requisitions lists (SD001-0LRQ.1)		destroy after requisition cycle or after 6 months AUTH: N1-AFU-90-3
3		requirements list (SD001-RQLS.1), commissary suggested order list (SD001-REQR.1)		destroy after 3 months. AUTH: N1-AFU-90-3
4		open item listing (DS001-P0IL.1)		destroy after 6 months AUTH: N1-AFU-89-4
5		requisition open listing (DS001-REQS.1)		
6	DPSC status reporting	shipping status report list (SD001-PSSR.1), follow-up status report listing (SD001-FLUP.1), and requisition exception status report (SD001-UPDI.1)		(RESERVED)
7		(RESERVED)		
8		MILSTRIP vendor file list (SP001-MVFL)		
9	receiving documents	receiving report (SD001-RCVG.1), receipts discrepancy list (SD001-RCVG.2), reverse posted receipts, summary of receipts from DPSC sources (SD001-SREC.1)		destroy 1 year after February inventory AUTH: N1-AFU-89-4
10		unmatched receipts (SD001-RCV2.1)		destroy after corrections are made. AUTH: N1-AFU-90-3
11	inventory listings	inventory and inventory adjustment (IAV) (SD001-ILST 1)		destroy 2 years after February inventory. AUTH: N1-AFU-90-3
12		reorder inventory list (SD001-RLST1)		destroy after 3 months. AUTH: N1-AFU-90-3
13	monthly general ledger summary	SD001-GLME.1		destroy 1 year after February inventory. AUTH: N1-AFU-90-3
14	transfer in-or-out list	SD001-TNFR.1		destroy after review. AUTH: N1-AFU-90-3 destroy after 3 months. AUTH: N1-AFU-90-3 destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1- AFU-89-4
15	MILSTRIP item file maintenance	listing used to update MILSTRIP item files		
16	commissary ZERO balance	SD001-ZERO.1		
17	interfund billing transition list	SD001-BILL.1		

NOTE: At stores where Automated Commissary Operations System (ACOS) is implemented, the administrative office is the control office.

TABLE 145-4

AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OUTPUT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Batch Store File Maintenance, PCN: SD109-BSFM.1		at commissary stores	destroy 2 months after current month. AUTH: N1-AFU-88-23
2	Late Due-in Vendor Report (DAYEND- 2), PCN: SD109- STND.006)			
3	Daily Vendor Performance Report (DAYEND-2), PCN: SD109.STND-003			
4	Air Force Commissary Price Change Report (DAYEND-3), PCN: SD109.STND-002			
5	Out of Stock Report (DAYEND-3), PCN: SD109.STND-004			
6	Never Out Report (DAYEND-3), PCN: SD109.STND-005			
7	Air Force Commissary Anomaly Report (DAYEND-3), PCN: SD109-STDN-007			
8	PLU Maintenance Record (DAYEND- 4)			
9	Troop Support IAV, PCN: SD109- TIAV.1			destroy 2 years after February inventory. AUTH: N1-AFU-88-23
10	Vendor File Listing, PCN: SD109.VLIST-1			destroy 2 months after current month. AUTH: N1-AFU-88-23
11	Summary Vendor Performance Report, PCN: SD109- VNDP.1			
12	Local Patron Savings, PCN: SD109-PATR.1			

TABLE 145-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	Month-End Database Deletion Report, PCN: SD109- MAINT.1			
14	ACOS Database Exception Report, PCN: SD109- EXCP.1			destroy when no longer needed. AUTH: N1- AFU-88-23
15	ACOS PLU Delete List, PCN: SD109- PLUD.1			
16	Call Number History Register Listing, PCN: SD109-HIST.1			retain for life of contract. AUTH: N1- AFU-88-23
17	Dead Item Report, PCN: SD109- DEDI.1			destroy when no longer needed AUTH: N1- AFU-88-23
18	No Mover Report, PCN: SD109- NOMO.1			
19	Customer Account Report, PCN: SD109-11			
20	ACOS General Ledger Listing			
21	General Ledger Inquiry (Image Print)			
22	Close-Out Cards/Diskettes/Tap e Output (EOM)			destroy 1 year after February inventory. AUTH: N1-AFU-88-23
23	Inventory Control Inspection Samples, PCN: SD109- VETS.1			destroy 2 months after end of accountability period to which they pertain. AUTH: N1- AFU-88-23
24	Warehouse Pull Book, PCN: SD109- PULL.1			destroy when no longer needed. AUTH: N1- AFU-88-23
25	Inventory Control Special Price Reduction (PCN: SD109-VCMS.1)			destroy 60 days after collection action is complete. AUTH: N1- AFU-88-23
26	Inventory Control Return to Vendor (PCN: SD109- VCMS.1)			

TABLE 145-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
27	Daily/Frequent In- Checking Document			destroy when superseded. AUTH: N1-AFU-88-23
28	Itemized Receiving Report (IRR), PCN: SD109.RECV.1			destroy 1 year after completion of February inventory. AUTH: N1- AFU-88-23
29	Itemized Receiving Override Report, PCN: SD109.RECV.3			destroy when no longer needed. AUTH: N1- AFU-88-23
30	Produce Receiving Report, PCN: SD001-PRODUCTS			destroy 1 year after completion of February inventory. AUTH: N1- AFU-88-23
31	Daily Receipts Register, (DRR) DAYEND 2, PCN: SD109.STND-001			
32	DPSC Produce Daily Receipts Register (DAYEND-2), PCN: SD109-STND.008			
33	Summary Receiving Report, PCN: SD109-RSUM.1			
34	Summary of Receipts from DPSC Sources, PCN: SD109- SREC.1			
35	Monthly General Ledger Summary, PCN: SD109- GLME.1			
36	BDO/BPA Troop Price List & MILSTRIP Troop Price List, PCN: SD109- TSLT.1,.2,.3,.4,.5			

170. Comptroller. This table covers records pertaining to cost accounting for base civil engineer (BCE) activities in the area of real property management, such as utilities, fire protection, sanitation and custodial services, maintenance, improvements, and construction.

TABLE 170-1**COST ACCOUNTING FOR BASE CIVIL ENGINEER ACTIVITIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Base Civil Engineer Cost Accounting	reports, such as materials and supplies used, base civil engineers' cost ledger, cost reconciliation, schedule of costs, monthly vehicle reports, journal voucher, comparable forms, and related papers and bills, cost reports, work sheets; expenditures of funds for the repair, maintenance, operation, management, and preservation of real property facilities to include refunds and reimbursements; forms pertaining to off-reservation housing and rental accounts such as request for issue or turn-in of household items, cash collection vouchers, public voucher for refund, daily statement of operations, daily cash register machine tapes, and individual tenants' folders	at civil engineer activities	destroy 3 years after accounts are cleared, provided any needed corrective action has been accomplished AUTH: N1-AFU-90-3
1.01	(RESERVED)			(RESERVED)
2				
3				

177. Accounting and Finance. These tables cover records pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. They relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other government agencies, foreign governments, contractors, and other liabilities; and all other transactions affecting the accounting operations and the financial position of the AF. (NOTE: In an inactivation, follow the procedures in AFR 177-101, part 2, chapter 1. At overseas accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

TABLE 177-1**FINANCIAL STATEMENTS AND CONTROLLED REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	consolidated statements and reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules	at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
2			at major subordinate commands and below	destroy after 4 years (see table 177-15). AUTH: N1-AFU-90-3
2.01	Consolidated Statements and Reports - Expired Accounts	consolidated statements and reports related to expired and merged ("M") accounts		destroy 6 years and 3 months after later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6,Item1a
3	(RESERVED)(see note)			(RESERVED)
4	Statement of Accountability	SF1219, or comparable forms and supporting records reflecting summarization's of all collections, disbursements, and transfers for each account month	at field AFOs and reported to HQ DFAS- DE	destroy 1 year and 1 month after close of the FY to which it pertains (See Note) AUTH: N1- AFU-90-20
5	statement of designated depository account	original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers		destroy after 6 years. AUTH: N1-AFU-90-3

TABLE 177-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	controlled reports	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress	at HQ USAF and MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3
7			at major subordinate commands and below	destroy after 1 year, or on inactivation of the office, whichever is sooner. AUTH: N1-AFU-90-3
8	reports of accounting and finance activities	workload and man-hour data	at MAJCOMs and below except HQ DFAS-DE	destroy after 2 years. AUTH: N1-AFU-90-3
9			at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
10	R&D job order cost accounting system (JOCAS)	job order estimates and job order time sheets	at major subordinate commands and below	destroy after 6 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
11		records reflecting cost structure of job order standard rates and man-hour rates		destroy 1 year after superseded, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
12		job order cost accounting system tables, register listings, detailed listings, and management reports	at field cost center managers and other activities	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
13		monthly job order register listings other than last month of FY	at field AFOs supporting R&D job order cost accounting	destroy 4 years after FY in which created or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
14		job order master history listing		
15		JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY		

NOTE: Destroy these records in annual blocks and only if there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

TABLE 177-2

DEFENSE CONTRACT FINANCING PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	guaranteed loan contract negotiation	applications for V loans and related records, correspondence between the Federal Reserve Bank and guarantor, loan or credit agreements and supplements thereto, guarantee agreements and supplements, and related data	held in operating area for 2 years after case is closed	send to HQ DFAS-DE where they are destroyed after 4 additional years. AUTH: N1-AFU-90-3
2		public vouchers (original) for purchases and services other than personal covering administrative expenses incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480		send to HQ DFAS-DE 1 year after completion of AF audit for retirement to Denver Federal Records Center (DFRC) after 1 additional year; DFRC will destroy these records 6 years and 3 months from date of account. AUTH: N1-AFU-90-3
3		card index control records that contain pertinent information concerning the financial status of the guaranteed loan borrowers		destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner. AUTH: N1-AFU-90-3
4	Contract Renegotiation	agreements and unilateral orders pertaining to the Renegotiation Act of 1948 (50 U.S.C. App 1193) and 1951 (50 U.S.C. 1211-1233), tax credit computations, correspondence, and related data	held in operating area for 2 years after case is closed	send to HQ DFAS-DE where it is destroyed after 4 additional years. AUTH: N1-AFU-90-3
5	Contractors' Indebtedness	contract modifications/letters, contracting officer demands/assessments, debt collection correspondence, company financial data and related reports, various Department of Justice or court related documents, and miscellaneous correspondence relating to indebted contractors	held in operating area for 2 years after case is closed, then sent to HQ DFAS-DE/WAD	destroy 6 years after case is closed. AUTH: NC1-AFU-80-47
6	banking facilities case files	correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders and US Treasury checks		destroy 6 years after termination of activity or inactivation of the installation. AUTH: N1-AFU-90-3

TABLE 177-3**INTERNATIONAL ACCOUNTING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	financial transactions between the US and foreign countries or international organizations	copies of financial agreements and arrangements (originals at Dept of State), correspondence, and related data evidencing support rendered or received by the USAF (for grant aid records, see table 16-1)	at HQ USAF	disposition pending. AUTH: Unscheduled
2			at MAJCOMs and below	see disposition governing the accounting records to which they pertain. AUTH: N1-AFU-90-3
3	accounts receivable and payable case files	international and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements, and collection and payment actions		destroy 4 years after final collection and/or payment was made, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
4	foreign military sales (FMS) (military assistance)	shipping records, machine listings material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Program, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the Foreign Military Sales Program (formerly the Reimbursable Aid (RMA) Program)	at MAJCOMs and ALCs (including overseas depots) and other overseas and monitoring activities	destroy 10 years after FY in which case was closed. AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		FMS suspense control cards, daily and monthly detail delivery cards		destroy after 5 years. AUTH: N1-AFU-90-3
7	FMS case files	US Department of Defense Offer and Acceptance, collection history with receipts, disbursement records, delivery history with FMS transactions, audit summary sheets, computer ledger listings, and miscellaneous correspondence pertaining to the case	at HQ DFAS-DE	destroy 10 years after FY in which case was closed. AUTH: N1-AFU-90-3
8	detailed balance of payments transactions	reports of cash transactions affecting funds disbursed and/or collected		destroy 10 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 177-3**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	FMS billing	copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence; delivery, and case control listings		
10		operational copies of records in rule 9		destroy after 8 subsequent cycles have been received. AUTH: N1-AFU-90-3
11	collection and disbursement vouchers	operational copies		destroy after posting/balancing actions are complete or when no longer needed. AUTH: N1-AFU-90-3
12		copies of vouchers and supporting records maintained centrally for research and audit purposes		retire to Denver FRC after 3 years where they are destroyed 10 years after FY in which created. AUTH: N1-AFU-90-3
13	command reimbursements	command lists, accounts payable lists, noninterfund transactions lists, and other products supporting FMS reimbursements to commands		
14		operational copies		destroy 3 years after discrepancies are resolved. AUTH: N1-AFU-90-3
15	reports of item discrepancies	forms and lists of discrepancies and related correspondence		retire to Denver FRC 3 years after discrepancy is resolved, and destroy 10 years after discrepancy is resolved. AUTH: N1-AFU-90-3
16	Army and Navy initial loading material	initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation		destroy 10 years after FY in which created. AUTH: N1-AFU-90-3
17	Army/Interfund	billing data which consists of Army Input Totals List, Rejected Army Interfund Transactions, Army Interfund Unmatched by Product Control Number (PCN), Register of Delete Out-of-Balance Actions taken, In-Balance Summary Cards List, Retail Stock Loss Allowance Transactions, Interfund Zero Balance Listings, Unidentified Input to Security Assistance Accounting Center (SAAC) Converter, FMS Interfund Summary Transactions, History File and other records pertaining to Army/Interfund		destroy 3 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 177-4

REVOLVING FUND RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	industrial funds	printing requisitions		destroy after 1 year. AUTH: N1-AFU-90-3
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
3	Air Force stock funds	subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)		destroy after 2 years, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3
3.01		computer listings of base input comprised of prevalidation, edit errors, SRAN status, out-of-balance, and in-balance	at HQ DFAS-DE	destroy after 6 months. AUTH: N1-AFU-90-3
4	general ledgers	books of final entry (manual and machine form ledgers)		destroy after 6 years. AUTH: N1-AFU-90-3
5	financial statements	year-end statements		destroy after 5 years. AUTH: N1-AFU-90-3
6		copies of statements		destroy after 1 year. AUTH: N1-AFU-90-3
6.01		monthly, quarterly, semiannual and annual financial statements such as statement of financial condition, change in capital of the fund, etc., and division trial balances	at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
7	medical/dental stock funds (B3500/BV products)	computer products including but not limited to: A & F adjustment error list (B1D); daily materiel transaction list (B1F); daily update (B2E); BK1, BK2, and 1BT card transmittal list (B2Q); project funds management record list (daily) (C2A); cost center/due-out change list (C5P); due-in record audit list (F2H); claims payable/receivable status (F2N); cost center due-out reconciliation adjustment list (F3K); GLA transaction update (daily) (R7B); processing control report (R7C)	used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system	destroy after 3 months. AUTH: N1-AFU-90-3

TABLE 177-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8		local purchase and MILSTRIP payment listings (B3L/M); PFMR/CCR status (C1A) and reconciliation (EOM); Medical Materiel Accounting System output (C1Z); Medical Materiel Management Report, RCS: HAF-SGS(M)7136; Project Funds Management Record List (EOM) (C2A); negative billings report (C2D); monthly reimbursable investment transactions (C2K); stock fund reimbursable sales and sales returns (C2R) customer billing records (C2S); excess to DPSC (EOM) (C3B); claims receivable/payable records (EOM) (C3P); on-order-in transit and payable listing (EOM) (C3W); summarized general ledger entry (C3Y); general ledger summary listing (C6B); cost center list (EOM) (F1A); procurement fund summary record list (EOM) (F2A); local purchase open item list (EOM) (F2M); MILSTRIP research and follow-up list (F2I); GLA transaction update (EOM); E, GLA, MGL, S transactions (C1C); DLA excess status deletions (B3B); delinquent accounts delete card list (F2P); details records written off list (F2Q)		destroy after 1 year. AUTH: N1-AFU-90-3
9	Air Force Stock Fund Reporting System (B3500/YO)	Air Force stock fund materiel accountant errors/messages; stock fund managers' errors/ messages		destroy 30 days after report month. AUTH: N1-AFU-90-3
10		Air Force stock fund processing control		destroy after 1 year. AUTH: N1-AFU-90-3
10.01		general ledger audit update		destroy after 6 years. AUTH: N1-AFU-90-3
11		Air Force stock fund trial balance; proof of accounts		destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 65-3). AUTH: N1-AFU-90-3
12		consolidated payment history list		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 177-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	Seller Interfund Bills - Non-FMS	bills mailed and those sent to DAASO for distribution to buyers	not FMS	destroy 1 year after close of FY in which billed AUTH: NC1- AFU-90-93
13.01	Seller Interfund Bills - FMS		FMS	destroy 2 years after close of FY in which billed AUTH: NC1- AFU-90-93
13.02	Buyer Interfund Bills - Non-FMS	bills received by mail and interfund zero balance listings	not FMS	destroy 1 year after close of FY in which billed AUTH: NC1- AFU-90-93
13.03	Buyer Interfund Bills - FMS	hard copy bills and interfund zero balance listings	FMS	destroy 3 years after close of FY in which created AUTH: NC1- AFU-90-93
14	Automated Materiel Accounting System (U-1050II)	computer listings including but not limited to: EOD, IMR and GLA update (D07); daily PFMR/OCCR update and reconciliation (D11); EOD punch-out; FIA code listing (D32); SF MACR status report (D08); daily fuels update and AMAS punch-out (D27)	used primarily to review SBSS transactions and their effect on the accounting records	destroy after 3 months or upon receipt of new listing; where annotation is required, retain record until annotation has been transferred to new record AUTH: N1- AFU-90-3
15	Automated Materiel Accounting System (U1050-II)	SF MACR status report (EOM-D08); daily fuels update and AMAS punch- outs (EOM-D27); local purchase and MILSTRIP payment list (D29); stock fund on-order, intransit payable list (M01); organization cost center lists (EOM plus all cost center report card lists)(M03); PFMR detail billing lists (M05); EOM punch-out (M12); SFIMR report (M18); fuels sales analysis report (M27); aviation fuels billings (including transfer out accounts payable and receivable list with supporting records-M28); stock fund unobligated and obligated due- out summary report (M29); SF billing products (M05/M33); PFMR reports (EOM)(M35); obligated due-out listings (M36); LP and MILSTRIP research and follow-up list (M37); major appropriated funded investment MACR status list (M07); equipment in use general ledger update list (M17);	used primarily to support AFSF general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting (BQ) System	destroy after 1 fiscal year. AUTH: GRS6,ITEM1b

TABLE 177-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		OP-26 fuels budget exhibit report (M39); equipment in use (Q03); investment inventory reconciliation (Q06)		
16	machine cards	including but not limited to: local purchase and MILSTRIP payment cards; AVFUEL obligation transaction cards; E and R cards; GLA cards; fuel sales analysis report cards; MILSTRIP follow-up cards; trial balance report cards; OP-26 report cards		destroy 30 days after month produced or processed. AUTH: N1-AFU-90-3
17		seller interfund cards		destroy 6 months after produced. AUTH: N1-AFU-90-3
18	AVFUEL Management Accounting System (AMAS)	AVFUEL transaction/edit list, Parts I through VII (F3A); AVFUEL Transient Refueling Suspense Control (F2D); AVFUEL Transient Open Item list (F3F)		destroy after 3 months. AUTH: N1-AFU-90-3
19		assigned aircraft validation control listing (F3E); wing/base aircraft summary (F3C); wing/base MDS summary (F3D); current month AZZ AVO, and AHR transmittal list (F3H); consolidated transaction history list (F2R)		destroy 1 year after close of FY. AUTH: N1-AFU-90-3
20	CAPS Management Notices/Audit Registers	management notices and audit registers related to Commissary Accounts Payable System (CAPS)		destroy when purpose has been served (See Note) AUTH: NC1-AFU-91-12
20.01	CAPS Unreconciled Invoice/Recycled Receipts Reports	unreconciled invoice reports; recycled receipts reports		destroy when a new list is produced (transfer research notes to the new list for items remaining on the new report) AUTH: NC1-AFU-91-12
20.02	CAPS - Re-reconciled Invoice Report			destroy after determining reason for invoice(s) being re-reconciled AUTH: NC1-AFU-91-12
20.03	CAPS - Payment Review/Reconciled Invoice Report			destroy after latest payment due date listed on report AUTH: NC1-AFU-91-12
20.04	CAPS - GLAC Report			destroy no less than 2 years after month in

TABLE 177-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				which data was reported in RCS: SAF-ACF(N)7119 (if used as journal voucher or as backup to journal voucher) AUTH: NC1-AFU-91-12
20.05	CAPS - Purged Transaction History Listing/Invoice & Receipt List	purged transaction history listing; purged invoice and receipt list		destroy 1 year after output from the purge process AUTH: NC1-AFU-91-12
20.06	CAPS - Received Not Paid Report (Validate Unpaid Receipt Details)		used to validate unpaid receipt details	destroy after validation is complete AUTH: NC1-AFU-91-12
20.07	CAPS - Received Not Paid Report (Substantiate LP Payables)		used to substantiate value of local purchase payables reported in RCS: SAF-ACF(M)7119	destroy after 1 year AUTH: NC1-AFU-91-12
20.08	CAPS - Vendor Contract Directory			destroy on receipt of a new directory AUTH: NC1-AFU-91-12
20.09	CAPS - Voucher Control Log			destroy 6 years and 3 months after close of FY to which it pertains AUTH: NC1-AFU-91-12
21	MAPS - Interface Programs' Listings	computer listings produced by interface programs including but not limited to: PCNs SH121-TQ: BCAS/MAPS interface (000017); BCAS records added suspended (000023); BCAS/MAPS update error report (000024); daily vendor receipt/return list (000038); D033 daily vendor receipt/ return list (000042); BQ transaction to send, accepted/rejected (000046); SBSS/MAPS interface (000037)	used primarily to review BCAS vendor and contract, SBSS and MEDLOG receipt, and BQ payment transaction interfaces	destroy when new listing received; where applicable, ensure research notes are included with any specific items carried over to new list AUTH: NC1-AFU-91-12
22	MAPS - Optional Programs' listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: vendor directory (000002); vendor indebtedness directory (000003); vendor/contract suspense list (000011); by-others contract list (000004); active PSR data element list	used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are included with any specific items carried

TABLE 177-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		(000045); invoice audit list (000040); over-received follow-up to supply (000018)	in the MAPS data base	over to new list AUTH: NC1-AFU-91-12
23	MAPS - Open Items/Obligations Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: SBSS reconciliation list part 1-MAPS open item list (000012)	used primarily to verify open items, obligations	destroy after 1 calendar year AUTH: NC1-AFU-91-12
24	MAPS - AFSF General Ledger Adjustments/Open D033 Transactions	PCNs SH121-TQ: SBSS reconciliation list part 2-EOM adjustment totals (000012); D033 local purchase summary report (000038); receipt payment fund code discrepancy list (000036)	used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions	file with and as support for journal voucher adjusting AFSF general ledger; destroy after 2 years, provided any corrective action has been accomplished AUTH: NC1-AFU-91-12
25	MAPS - Prompt Payment Act	Prompt Payment Act information list		destroy after 1 year with retained copy of Prompt Payment Act Report (RCS: DD-COMP(Q)1619) AUTH: NC1-AFU-91-12
26	MAPS - Transaction Verification and Notices of Action	computer listings produced by end-of-day programs including but not limited to: PCNs SH121-TQ: unprocessed receipt transactions (000001); AFO/BCO receipt item discrepancies (000013); manually added receipts plus their potential duplicates (000016); invoices with interest penalty due (000025); unreconciled invoices (000031); partial invoice for contracts requiring complete payment (000030); overbilled invoices-no payment due (000032)	used primarily to verify transactions processed and notices of actions to be taken	destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are included with any specific items carried over to new list AUTH: NC1-AFU-91-12
27	MAPS - Computation List/Materiel Payment Forecast	computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: invoice computation list (000033); materiel payment forecast (000014)		destroy when new listing received AUTH: NC1-AFU-91-12
28	MAPS - Voucher Control Log	computer produced voucher control PCN SH121-TQ (000028) and supplemental voucher control log PCN SH121-TQ (000026) produced by end-of-day programs		destroy after 6 years AUTH: NC1-AFU-91-12

TABLE 177-4**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
29	MAPS - DOV Register	DOV register PCN SH121-TQ (000029)		destroy after 1 year (AFOs using MACRODOV summary voucher procedure should file DOV register as an integral part of payment voucher) AUTH: NC1-AFU-91- 12
30	MAPS - End-of-Day Programs	computer listings produced by end-of- day programs, including but not limited to: PCNs SH121-TQ: voucher creation error list (000027); vouchers DOV'd without check number (000034); receipt/payment adjustment transactions (000035); BQ payment transactions not created list (000065)		destroy after verification that corrective action has been taken AUTH: NC1-AFU-91-12

NOTE: When the Override Reconciliation option in invoice processing is used, the Management Notices Report output showing the update to the invoice record is retained. Retain only the applicable page(s) of the report. If the reason for using the Override Reconciliation option is separately documented, also retain that documentation.

TABLE 177-5**DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	original accounts (money/disbursing)	collection and disbursing vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit, and comparable data	at HQ DFAS-DE for GAO	retire after 12 months to Denver FRC where they are destroyed 6 years and 3 months from date of account. EXCEPTION: Hold original accounts pertaining to American Indians indefinitely. AUTH: N1-AFU-90-3
1.01	Original Accounts (Base-Level)		held at base-level awaiting shipment to HQ DFAS-DE	send to HQ DFAS-DE in accordance with DFAS-DE Regulation 177-108 AUTH:

TABLE 177-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2		substantiating records for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting records such as reports of leave transactions, military pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, and the original JUMPS data change transaction register	at HQ DFAS-DE for GAO	retire after 12 months to Denver FRC where they are destroyed after a total of 6 years and 3 months. AUTH: N1-AFU-90-3
3		contracts with change orders, supplemental agreements, parts lists, drawings, charts, diagrams, and related data, concerning purchases and sales of materials, supplies, equipment and services, construction, lease of land, and other property data (also see table 64-1)	at Denver FRC for GAO	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
4	Original Accounts (Held for GSA Transportation Audit)	original money accounts, vouchers, contracts, and supporting documents	retained for on-site GSA audit or audit delegated by GSA	send to HQ DFAS-DE after audit or after 3 years, whichever is sooner, where they will be retired to the Denver Federal Records Center, then destroyed when 6 years and 3 months old. AUTH: GRS6,ITEM1a
4.01	Original Accounts (NATO Infrastructure Program)	records described in rule 1	at bases for NATO Infrastructure Program	send copy of vouchers to HQ USAFE/DEXN (see table 32-9) and the original with the records in rule 1 above to HQ DFAS-DE. AUTH: NC1-AFU-76-67
5	Wherry or Capehart Act Housing	records related to paying for initial construction of housing units under the Wherry act or Capehart Act; record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records	at HQ USAF	destroy 6 years and 3 months after final payment is made according to FHA amortization schedule or mortgage is paid AND after obtaining clearance from AFREA, AF/CEH and AF/JA AUTH: N1-

TABLE 177-5**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-90-3
6	Administrative Claims	documents relating to claims for money or property which were administratively determined to be due and owing the U.S. for which the Government's right to collect was not extended	record copies at AFOs	destroy 10 years and 3 months after the year in which the Government's right to collect first accrued. AUTH: GRS6,10b(2)(a)
6.01			non-record copies at accounting and finance activities	destroy after 1 year. AUTH: GRS6,1b

NOTE: Obtain clearance from HQ USAF/LEE and HQ USAF/JA before authorizing destruction. (Also see table 32-19.)

TABLE 177-6**LEDGERS, JOURNALS, LISTINGS, AND REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general ledgers	ledgers, allocation files, and command files for bases	at MAJCOMs, major subordinate commands, and other operating agencies per AFR 177-130	destroy 6 years and 3 months after FY to which they pertain. AUTH: N1-AFU-90-3
1.01	General Ledgers - Expired Accounts	ledgers, allocation files, and command files for bases pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6,Item1a
2	reconciliation listings	credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings		destroy after 6 months. AUTH: N1-AFU-90-3
2.01	Reconciliation Listings - Expired Accounts	credit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6.Item1a
3	daily audit lists	reconciled mechanical lists		destroy after 1 month. AUTH: N1-AFU-90-3

TABLE 177-7

LOSS OF FUNDS CASE FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	losses of appropriated funds	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses	cases in which the AFO is granted relief and no other person is held liable	destroy 4 years after date of last action (See Note 2). AUTH: N1- AFU-90-3
2			cases in which the 6- year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (See Note 1)	destroy 6 years after date of last action (See Note 2). AUTH: N1- AFU-90-3
3		reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semiannual report on day-to-day operating losses/overages under \$500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages	at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
4			at other than HQ DFAS-DE	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Cases in which the 6-year statute of limitation applies are: a. Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Defense Finance and Accounting Service, or by the Secretary of the Air Force. b. Noninvestigated loss cases in which shortages were paid. c. Cases certified to the GAO as uncollectible.

2. Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated; and/or if nothing is reported to DFAS-DE by GAO, 1 year from the date case was certified to the GAO.

TABLE 177-8

CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	pay and allowances (military and civilian)	records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
1.01		copies of rule 1 records pertaining to denied claims	at other than HQ DFAS-DE	destroy 1 year after close of FY after final adjudication of the claim. AUTH: N1-AFU-90-3
2	corrected military pay and allowances	records used to adjudicate and make final determinations of adjustments consistent with 10 U.S.C. 1552	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
3	casualty records	correspondence and other data required to determine appropriate beneficiary and to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts		
4	missing-in-action information	payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes		apply rule 3 or 4.1, as appropriate. AUTH: N1-AFU-90-3
4.01	prisoners-of-war (POW)	rule 4 records used in administering member's financial affairs while in a POW status		destroy 56 years after member's return from POW status. AUTH: N1-AFU-90-3
4.02	missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) accounts	quarterly cumulative records of USSDP deposits/withdrawals, individual settlement files and settlement listings used to determine status and history of members' USSDP accounts		destroy 56 years after last account is closed. AUTH: N1-AFU-90-3
5	remission/waiver of indebtedness	applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination		destroy 6 years after date of final action. AUTH: N1-AFU-90-3

TABLE 177-8**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5.01	Remission/Waiver of Indebtedness - Copies	copies of applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination		destroy 1 year after final action. AUTH: GRS6,ITEM1b
6	fraud or forgery records	reports of investigations and correspondence created to establish amount indebtedness, and to effect collection		destroy 6 years after date of final action. AUTH: N1-AFU-90-3
6.01		reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection when retained for AFO or MAJCOM use	at other than HQ DFAS-DE	destroy 1 FY after date of final action. AUTH: N1-AFU-88-53
7	commercial accounts of contract and sundry claims made against the government or vice versa	denied claims	at HQ DFAS-DE	destroy 6 years after date of final action. AUTH: N1-AFU-90-3
8		other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters and/or to GAO for final processing		destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9). AUTH: N1- AFU-90-3
9		case history record cards reflecting on claims other than those denied		destroy after 3 years. AUTH: N1-AFU-90-3
10	Collection Case Files	records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of- service members whose indebtedness was incurred while on active duty	at HQ DFAS-DE	destroy 10 years after final action AUTH: N1-AFU-91-37
11	(RESERVED)(see note)			(RESERVED)
12	garnishment actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases, and inquiries	in designated central control office	destroy 6 years after case is closed. AUTH: N1-AFU-90-3
13			in offices other than designated central control office	destroy 1 year after case is closed. AUTH: N1- AFU-90-3

NOTE: Use table 177-8, rule 10.

TABLE 177-10**USER CHARGES REPORT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	user charges reports and reports of services rendered	consolidated reports, feeder reports, correspondence, and related data	at HQ USAF and HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
2		retained copies of reports covered in rule 1, related correspondence, and other pertinent data	at other than HQ USAF and HQ DFAS-DE	destroy when superseded by follow-on report, or 1 year after any discrepancies in reported data are reconciled by HQ DFAS-DE. AUTH: N1-AFU-90-3

TABLE 177-11**CADET PAY**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Pay Statements	pay statements of cadets	at Cadet Pay	destroy 4 years after graduation. AUTH: NC1-461-82-1
2	Cadet Pay Records	individual cadet pay record	at computer resources in computer bank	closed out annually, on discharge or graduation and forward to HQ DFAS-DE. AUTH: NC1-461-82-1
3	Cadet Pay Order (Originals)	originals of authorizations to pay or change the pay accounts of cadets, includes statement of charges for government property lost, damaged or destroyed, "A" series orders and all substantiating pay documents	at Cadet Pay	forward to DFAS-DE monthly AUTH: NC1-461-82-1
4	Cadet Pay Order (2nd & 4th Copies)	second and fourth copies; substantiating documents and listings	at originating agency	destroy 1 year after graduation AUTH: NC1-461-82-1
5	Cadet Pay Order (3rd Copy)	third copy	at Cadet Pay	destroy after 1 year AUTH: N1-AFU-88-13
6	Posting Media	journal vouchers and other related specialized posting media for machine operations	used to effect internal adjustment through MAFR	destroy after 1 FY AUTH: NC1-461-82-1
7	Document Control Logs	logs of numbered source documents	used to provide internal control of source documents	destroy 3 months after close of FY to which they pertain AUTH: NC1-461-82-1

TABLE 177-11**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Tax and Interest Distribution	W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers	at Cadet Pay	destroy 6 years after the CY to which they pertain AUTH: NC1-461-82-1
9	Payroll Registers	payroll listings, cumulative transactions listings, CPITF interest listings		destroy after 1 year AUTH: NC1-461-82-1
10	Transmittal Letters (Originals)	originals of document transmittal letters		forward to HQ DFAS-DE monthly AUTH: NC1-461-82-1
11	Transmittal Letters (Receipt Copies)	receipt copy of document transmittal letters from HQ DFAS-DE		destroy after 1 year AUTH: N1-AFU-88-13
12	Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)		destroy after 4 years AUTH: N1-AFU-88-13
12.01	Non-Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)		destroy after 1 year AUTH: N1-AFU-88-13
13	Folio Ledgers	ledger of trust revolving computerized balancing system		destroy 1 year after class graduates AUTH: NC1-461-82-1
14	General Ledgers	trial balance		destroy after 3 years AUTH: GRS7,ITEM4(a)

TABLE 177-13**FINANCIAL PROPERTY ACCOUNTING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	mechanized cards and tabulations	detail and summary cards	for any number of days or periods within a particular month; for monthly, or the accumulation of any number of months for consolidated purposes	destroy after necessary reconciliations have been made with pertinent documents. AUTH: N1-AFU-90-3
2		listings and tabulations		destroy on receipt of new listing or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 177-13**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	(RESERVED)			(RESERVED)
4				
5	basic transactions	financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents	at ALCs and bases	destroy 1 year after close of the FY or calendar year to which they pertain. AUTH: N1-AFU-90-3
6		FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports (manual or mechanized)		

TABLE 177-14**AIR LOGISTICS CENTERS (ALCs) ACCOUNTING RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	basic transactions	cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations	at ALCs	destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3
2		records covered in rule 1 that are used to record more than 1 year's cost, such as motor vehicle cost records		destroy 1 year after FY in which transaction is entered in the ledger. AUTH: N1-AFU-90-3
3	mechanized EAM cards and tabulations	daily detail cards		destroy after reconciliation with periodic summaries. AUTH: N1-AFU-90-3
4		periodic summary cards (except budget justification cost summary cards, see rule 7)		destroy after 1 year. AUTH: N1-AFU-90-3
5		tabulations and correction sheets (except daily listings in rule 6)		destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3
6		daily listings, when consolidated in monthly listings		destroy after 90 days. AUTH: N1-AFU-90-3
7	historical cost data	summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs accumulated		destroy after 10 years. AUTH: N1-AFU-90-3
8	MAP maintenance and rehabilitation project records	detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales		destroy after 6 years. AUTH: N1-AFU-90-3

TABLE 177-15

ACCOUNTS CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general ledgers	manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger	at base level accounts control SMAs	destroy 4 years after FY to which they pertain. AUTH: N1-AFU-90-3
1.01	Accounts Control General Ledgers - Expired Accounts	manual and machine form ledgers, to include but not limited to Operating Budget Ledger and Allotment Ledger pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH: GRS6,Item1a
2	subsidiary ledgers	various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds; deposit funds; cash accountability, and expenses		destroy 3 years after FY to which they pertain. AUTH: N1-AFU-90-3
3	Accounts Control Subsidiary Ledgers - Expired Accounts	subsidiary ledgers for expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
4	supporting records (to ledgers in rules 1, 2, and 3)	Budget Authority/Allotment (AF Form 401), or authorized replacement, Obligation Authority/Suballotment (AF Form 402), subsidiary distribution of allotments and BAs to other SMAs; journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); reports of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions		destroy 3 years after FY for which related appropriations are available for obligation. (See table 177-21 for civilian pay, and table 177-32 for military pay.) AUTH: N1-AFU-90-3

TABLE 177-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01	Accounts Control Supporting Records - Expired Accounts	supporting records to accounts control general and subsidiary ledgers pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriated account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
5	allocation and allotment records pertaining to continuing X or No- Year appropriations	contracts, purchase orders, receiving reports, and other applicable records pertaining to unliquidated allocation and allotment accounts of X and No- Year appropriations, and unliquidated obligations of lapsed appropriations that have been transferred to appropriate successor (M) appropriations	held until the obligations are liquidated (including new records created as a result of the transferred appropriations)	destroy 4 years after liquidation. AUTH: N1-AFU-90-3
6	financial statements schedules, and reports	retained copies of records required by higher headquarters		destroy after 4 years. (Also see table 177-1.) AUTH: N1-AFU-90-3
6.01	Accounts Control Financial Statements and Reports - Expired Accounts	retained copies of records required by higher headquarters pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a

TABLE 177-16

AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	basic transactions			destroy per table 177- 15. AUTH: N1-AFU- 90-3
2	daily detail machine cards	data used in daily operations		destroy when necessary reconciliations are made with pertinent documents. AUTH: N1-AFU-90-3

TABLE 177-16

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	periodic summary machine cards	data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes		destroy after 6 months. AUTH: N1-AFU-90-3
4	monthly summary machine cards			destroy after reconciliations are made or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	tabulations used in daily operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments		destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later (EXCEPTION: destroy year-end fiscal quarter tabulations after 3 months or when all questions are resolved, whichever is later). AUTH: N1-AFU-90-3
6	periodic summary tabulations			
7	monthly summary tabulations			
8	consolidated machine cards and tabulations	annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY		destroy 4 years after FY for which related appropriations are available for obligation. AUTH: N1-AFU-90-3
9	Accounts Control Consolidated Machine Cards and Tabulations - Expired Accounts	consolidated machine cards and tabulations for expired and merged ("M") accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
10	Accounts Control Consolidated Machine Cards and Tabulations - Continuing X or No- Year Accounts	consolidated machine cards and tabulations for continuing X or No- Year appropriations documents		destroy 4 years after closing out of individual allocation or allotment account AUTH: N1-AFU-90-3
11	base materiel/supply automated system (Univac 1050-II)	computer listings including but not limited to: EOD IMR and GLAC update, daily PFMR/ OCCR update	at base level subject matter areas (SMAs)	see table 177-4, rule 14 AUTH: N1-AFU-90-3

TABLE 177-16**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	products)	and reconciliation, EOD punch-out, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, LP MILSTRIP BNR, RNB, details validation list, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products		
12		SF MACR status report, local purchase and MILSTRIP payment list, SF on order intransit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists		see table 177-4, rule 15. AUTH: N1-AFU-90-3
13		daily, periodic and monthly summary machine cards		see table 177-4, rule 16. AUTH: N1-AFU-90-3

TABLE 177-17**INTERNAL CONTROL RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Treasury checks and savings bonds control	transfer of checks report and related internal control records	at AFOs, deputy AFOs, or agents	destroy after 6 years. AUTH: N1-AFU-90-3
2		records on returned and undelivered checks and bonds		destroy 1 year after disposition of the checks and bonds is recorded; destroy any remaining records after 1 year, or on inactivation of office whichever is applicable AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4				

TABLE 177-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	Applications to Keep Cash on Hand		at MAJCOMs, AFOs, deputy AFOs, or agents	destroy 6 years after close of FY to which it pertains. AUTH: N1- AFU-90-19
6	cash accountability control	analyses of daily cash accountability; receipt for transfer of cash and vouchers; transfer of currency; daily summary of cash collections; cashier's daily summary, and related data		destroy after 1 year, provided any discrepancy is cleared. AUTH: N1-AFU-90-3
7		reports of overages and losses of public funds, and cash verification reports		
8	Appointment Orders	administrative orders appointing individuals as cashiers and agents; orders, such as designation and appointment of deputy to accounting and finance officer; written designations of individuals within the office to execute certificates on vouchers and other records; signature cards pertaining to certifying officers, and related data		destroy 6 years after cancellation or revocation of the order, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note 1) AUTH: N1-AFU-90-3
9	card control files	cards containing disbursing symbol numbers, name and address of AFOs, and serial numbers of all checks for which AFO is accountable, name of installation, and serial number of check-signing equipment	at HQ DFAS-DE	destroy when no longer needed. AUTH: N1- AFU-90-3
10		cards containing name of individual bonded, effective and termination dates of bond, and name of surety company		
11	check control	machine record control cards of all pay checks transferred to HQ DFAS-DE vault for safekeeping until mailed to recipient		destroy after 1 year. AUTH: N1-AFU-90-3
12	returned checks and bonds	original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds		destroy after 3 years. AUTH: N1-AFU-90-3
13	check photostats	photostats of checks originated in GAO and forwarded to HQ DFAS-DE for use in processing claims and in reconciling overdrafts and underdrafts		destroy 1 year after claim is settled. AUTH: N1-AFU-90-3
14	search cards for checking account	forms (work sheets) used to provide a complete summation of discrepancies		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 177-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	discrepancies	and overdraft or underdraft adjustments necessary to balance an AFO's checking account		
15	transmittal card file	forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last check number of each sequence in the voucher, the disbursing symbol, voucher number, and ledger code		destroy when the AFO's accounts are destroyed. AUTH: N1-AFU-90-3
16	control logs	logs used to provide reference and control for records of travel payments	at AFOs	destroy 60 days after close of calendar year. AUTH: N1-AFU-90-3
17		forms used to provide reference and control of microfilmed pay records, negotiable instruments, and similar data		destroy with microfilmed records to which they pertain. AUTH: N1-AFU-90-3

NOTE(S):

1. HQ DFAS-DE advises AFOs of outstanding discrepancies with specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.
2. For Safe, Vault Security Control records, see table 31-1.

TABLE 177-18

COMMERCIAL SERVICES-FINANCIAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fund distribution	memorandum advice, from the accounts control area, of fund distribution records		destroy after end of FY to which they pertain. AUTH: N1-AFU-90-3
2	obligation authority	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes		destroy 4 years after commitment and obligation or 4 years after expiration date stated on record. AUTH: N1-AFU-90-3
2.01	Obligation Authority - Expired Accounts	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes related to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a

TABLE 177-18

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	cancelled commitments	unobligated commitments (UOCs) retained per AFR 177-102, chapter 9		destroy 1 year after cancellation. AUTH: N1-AFU-90-3
3.01	Cancelled Obligations - Accrued Expenditures Unpaid (AEU)	undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors	record copies at AFOs	destroy 6 years and 3 months after the close of the fiscal year. AUTH: GRS7,ITEM3
3.02	Cancelled Obligations - Undelivered Orders Outstanding (UOO)			destroy after 3 fiscal years. AUTH: GRS7,ITEM4a
3.03	Cancelled Commitments - Expired Accounts	unobligated commitments (UOCs) pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
3.04	Cancelled Obligations - Expired Accounts	undelivered orders outstanding (UOO) and accrued expenditures paid (AEU) used to support claims by vendors related to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
4	Accounts Receivable	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts	record copies	destroy 6 years and 3 months after period of account. AUTH: GRS6,ITEM1a
4.01	Accounts Receivable - Other Copies	copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts	not record copies	destroy after 1 year. AUTH: GRS6,ITEM1b
4.02	Accounts Receivable - Expired Accounts	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts	record copies	destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
5	Collection Vouchers	collection vouchers and supporting records	copies at AFOs	destroy 3 years after close of FY in which final collection is

TABLE 177-18

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				effected, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: N1-AFU-90-3
6	Accrued Expenditures Paid	expenditure vouchers with original supporting documents		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: GRS6,ITEM1a
6.01	(RESERVED)(see note 2)			(RESERVED)
6.02	Accrued Expenditures Paid Vouchers - Expired Accounts	expenditure vouchers with original supporting documents pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,item1a
7	Accrued Expenditures Paid	original substantiating records with copies of expenditure vouchers held per AFR 177-102		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note 1). AUTH: GRS6,ITEM1a
7.01	Accrued Expenditures Paid Substantiating Records - Expired Accounts	original substantiating records with copies of expenditure vouchers pertaining to expired and merged ("M") accounts		destroy 6 years and 3 months after the later of either closure of appropriate account or liquidation of all obligations in closed account AUTH: GRS6,Item1a
8	record transmittal	summary statement of activity forms		destroy 6 months after

TABLE 177-18

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records pertaining to appropriation reimbursements		receipt is furnished SMA. AUTH: N1-AFU-90-3
9	copies of reports pertinent to commercial service SMA			destroy 1 year after FY to which they pertain. AUTH: N1-AFU-90-3
10	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounts control area		destroy after 90 days, or 90 days after discrepancy which may be involved is cleared. AUTH: N1-AFU-90-3
11	control logs for recording disbursement and collection vouchers			destroy 6 years after close of FY in which created. AUTH: N1-AFU-90-3
12	commitments or obligations	all active commitment and obligating records as reflected on the open item/record list and others, used to support commitments and obligations in accounting records		when paid, dispose of per rule 6 or 7, as applicable; when not paid, dispose of per rule 2 or 3. AUTH: N1-AFU-90-3
13	Internal Revenue Service (IRS) Reports	documents reflecting payments to individuals required to be reported to IRS, including Treasury Department forms used to report payments (AFR 177-102)		destroy 5 years after end of calendar year in which paid AUTH: N1-AFU-91-32

NOTE(S):

1. HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.
2. For "Accrued Expenditures Paid - By Others Registers" (by others registers and supporting documents, AFCMB and DCSAR paid files), see table 177-29, rule 3.

TABLE 177-19

PAYING AND COLLECTING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	daily cash accountability	forms such as daily cash accountability and transaction summary; daily summary of receipts, reimbursements and net disbursements; daily voucher control; cash collection record; daily voucher transmittal forms, and related data, used by the paying and collecting subject matter area (SMA) to provide summary information to the accounts control area, or to reflect daily transactions with other SMAs		destroy 1 year plus 1 month after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE (See Note). AUTH: N1-AFU-90-3
2	Monthly Cash Accountability	forms such as Statements of Accountability, Statement of Designated Depository Account, Report of Foreign Currencies, with supporting records, schedules, and related data		destroy 2 years after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ DFAS-DE (See Note) AUTH: N1-AFU-90-3
3	subsidiary accountability	subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds		destroy 1 year after FY in which created. AUTH: N1-AFU-90-3
4	agent accountability	statements of agent officer's account forms; transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents		destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO. AUTH: N1-AFU-90-3
5		agent officer's cash blotter and comparable forms		destroy 4 years after close of the FY to which they pertain. AUTH: N1-AFU-90-3
6		reimbursement vouchers and other related records	held by or for cash purchasing agents	destroy 1 year after reimbursement. AUTH: N1-AFU-90-3

TABLE 177-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	cashiering	receipt for transfer cash and voucher forms, daily summary of cash collections, cashiers daily summary, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action		destroy after 1 year. AUTH: N1-AFU-90-3
8	Deposits	certificate of deposit forms and similar forms used for designated limited depositories, schedule of cancelled checks (except those covered in rule 2), lists of checks and negotiable instruments, or microfilm copies of checks and instruments deposited		destroy 1 year after FY in which deposits have been confirmed or on resolution of any outstanding 57F3878 adjustments, whichever is later AUTH: GRS6,ITEM1b
9	Check Control - Daily	forms, check issue register and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance		destroy after 1 year AUTH: GRS6,ITEM1b
9.01	Check Control - Monthly	month-end check issue summary and associated detail check issue data		destroy 6 years and 3 months after FY in which created AUTH: GRS6,ITEM1a
9.02	Replacement Checks	application, unavailable check cancellations, advise of status, check copies, and related documents		
10	US savings bonds (also see table 177-27)	applications for cash purchase of series E or H bonds, receipt for miscellaneous collections, transmittal of bond issuance schedules, bond control forms, and comparable forms and related information		destroy 1 year after FY in which created. AUTH: N1-AFU-90-3
11	foreign currency control	limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger		
12	special reports	joint message form used for daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information		destroy after 1 year. AUTH: N1-AFU-90-3
12.01	Automated Integrated Paying and Collecting (IPC) System Listings	management listings not otherwise covered in this regulation		destroy after 1 year AUTH: GRS6,ITEM1b

TABLE 177-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	posting media	records (other than source records) such as journal voucher, posting data transfer, and similar forms, used to provide input data to account control area		destroy after 90 days, or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3
14	contingency expenditures	forms such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds, and supporting records		destroy 4 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3
14.01		intelligence contingency funds expenditure records		destroy 2 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3
15	currency conversion and control	purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information	at personnel, AFOs, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates	destroy 1 year after FY in which issued, or on settlement of irregularities or discrepancies, whichever is later. AUTH: N1-AFU-90-3
16		dollar instrument purchase control forms	at Air Post Offices and US-sponsored banking facilities	destroy after 6 months or on completion of review by appropriate authority, whichever is later. AUTH: N1-AFU-90-3
17	public vouchers for medical services	public voucher forms for purchases and services other than personnel, and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics		destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment. AUTH: N1-AFU-90-3
18	commissary reporting (also see table 145-1)	monthly commissary operating statements and correspondence that constitute a part of the reporting system on commissaries and commissary store operations		destroy after 2 years. AUTH: N1-AFU-90-3
19	Unvouchered Check Issue or Unvouchered Cash Collection	paying and collecting journal records	original at HQ DFAS-DE	destroy 6 years and 3 months after FY in which created AUTH: GRS6,ITEM1a

NOTE: HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-20
TRAVEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	transportation requests	memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants, and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier		destroy 3 years after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3
2	government bills of lading (GB/Ls)	copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries, used to support accounting records, obligations, and charges on shipping records		destroy 1 year after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3
3	joint travel regulation (JTR)	superseded pages		destroy when no longer needed. AUTH: N1-AFU-90-3
4	Master Travel Record History Data - at Base Level			purge 30 days after transmitting to HQ DFAS-DE AUTH: N1-AFU-91-15
4.01	Master Travel Record History Data		at HQ DFAS-DE	destroy 6 years and 3 months after close of FY in which payment was made AUTH: GRS6,ITEM1a
4.02	Central Travel Record Development and Maintenance Products		at HQ DFAS-DE	destroy when no longer needed AUTH: N1-AFU-91-15
4.03	Record of Travel Payments - Transient Personnel Record Deletion List	copies of Transient Personnel Record Deletion List		destroy 90 days after date of listing AUTH: N1-AFU-87-37
5	Record of Travel Payment (DD Form 1588) - at HQ DFAS-DE		since May 1983 conversion to Automated Travel Record Accounting System (ATRAS)	destroy 6 years and 3 months after close of FY in which payment was made AUTH: GRS6,ITEM1a
5.01	Record of Travel Payment (DD Form 1588) - at Reinstated Reduced/Limited AFOs			destroy 30 days after reconciling to the Master Travel Record AUTH: GRS20,ITEM2a

TABLE 177-20

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5.02	Record of Travel Payment (DD Form 1588) - at Base Level			
6	allotments, commitments and obligations	unobligated commitments or obligations, and unliquidated obligations, such as basic agreements for storage of household goods and related services; reimbursement vouchers; comparable forms, and related data		destroy 3 years after FY for which related appropriations are made available for obligation, provided there are no discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note). AUTH: N1-AFU-90-3
7	accrued expenditures paid	disbursement and collection vouchers, with supporting commitment and obligation records		destroy when 1 year old. AUTH: GRS6,ITEM1b
8	ledgers of accounts	subsidiary accounts receivable ledger for appropriation refunds		destroy after 3 years. AUTH: N1-AFU-90-3
9		subsidiary ledger of deposit funds maintained on forms, such as general ledger or appropriations reimbursement record		
10	control logs	disbursements and collection vouchers logs		destroy 1 year after close of FY or calendar year in which created. AUTH: N1-AFU-90-3
11	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms, and specialized posting media for machine applications, used to provide input data to accounts control area		destroy after 90 days or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3
12	automated travel record accounting system (ATRAS) management listings	listings produced by ATRAS that are used for reconciliation and followup on obligations		destroy after 1 month. AUTH: N1-AFU-90-3
12.01	ATRAS Fiscal Quarter-End Reconciliation Listings	Automated Travel Record Accounting System (ATRAS) products		destroy after 6 months AUTH: N1-AFU-91-15

NOTE: HQ DFAS-DE advises AFOs of outstanding discrepancies within, specified retention period. In the absence of such advice, AFOs may destroy records when eligible.

TABLE 177-21

CIVILIAN PAY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Individual Pay Records (IPRs)	approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year		send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (See Notes 1 and 2). AUTH: GRS2,ITEM1(b)
2	Civilian Individual Leave and Leave Transfer	forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual accumulation and use of employee's leave		destroy after 3 payroll years, whether audited or unaudited (EXCEPTION: retain individual records pertaining to claims received pending settlement (see notes 2, 3). AUTH: GRS2,Item9a
3	Individual Attendance and Overtime	records either in paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data		destroy after GAO audit or when 6 years old, whichever is sooner (see notes 2, 5, and 6) AUTH: GRS2,Item8
3.01	(RESERVED)(see note 8)			(RESERVED)

TABLE 177-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3.02	Applications for Leave	leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms	at supervisor's operating area	destroy at end of pay period if time and attendance form has been initialed by employee. AUTH: GRS2,ITEM8a
4	Civilian Individual Retirement: Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)	forms or comparable approved records used to record amounts deducted from employee's wages for retirement		forward CSRS records to Office of Personnel Management (OPM) on separated employees (including those for retirement or death) and on those transferred outside AF; forward CSRS records on employees transferred within AF to new payroll office; forward all FERS records to OPM whenever employee transfer to new payroll office (including another AF payroll office), separates, retires, or dies. AUTH: GRS2,Item28
4.01		microformed copies of individual retirement documents (SF Form 2806) and copies of registers of separations and transfers (SF Form 2807) used to recreate lost records, balance reports and answer inquiries		forward to HQ DFAS- DE/NAR, where they are destroyed after 3 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	Individual Retirement Records Control Files	forms or comparable approved records used to control records maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions		disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy after 3 years (See Note 2) AUTH: N1-AFU-90-3
6	wage and separation information files	forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims		destroy after 2 years (See Note 2). AUTH: N1-AFU-90-3
7	Federal Employees Health Benefits	forms or comparable records used for registrations, changes of enrollment		destroy 6 years after date of last entry

TABLE 177-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		status, reports, transmittals, and related actions		provided requirements of DFAS-DE Regulation 177-104 have been met (see note 2) AUTH: GRS1,Item19
8	income tax withholdings	Treasury Department forms or comparable forms used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions		destroy after 4 years, except Wage and Tax Statements which will be destroyed after 30 June following the tax year (See Note 2). AUTH: N1-AFU-90-3
9			used to determine rate of withholdings	destroy 4 years after form is superseded or obsolete (See Note 2). AUTH: N1-AFU-90-3
10	allowances and differential eligibility files	forms or comparable records used to authorize payment of allowances and differentials		destroy inactive documentation after 3 payroll years, whether audited or unaudited (See Note 2). AUTH: N1-AFU-90-3
11	withholding and deductions authorizations	forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments		destroy when new authorization has been received and Master Pay Record (MPR) updated. On transfers, forward to gaining payroll office when applicable; on separations, destroy when no longer needed by payroll office. AUTH: N1-AFU-90-3
12	Payroll Control Registers	payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions		disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy when audited or audited records are 3 payroll years old (See Note 2) AUTH: N1-AFU-90-3
13	posting media	records (other than source records) such as journal vouchers, posting data		destroy after 90 days, or 90 days after any

TABLE 177-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		transfers, and other related specialized posting media for machine operations, used to provide input data to accounts control area		discrepancy is cleared (See Note 2). AUTH: N1-AFU-90-3
14	Reports	forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation		destroy after 4 years (See Notes 2 and 9) AUTH: N1-AFU-90-3
15	claims, waivers or indebtedness	records relating to claims, waivers, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents		retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old (See Note 2). AUTH: N1-AFU-90-3
16	GAO or AF Auditor General Representative exceptions	records relating to any exceptions taken by GAO or AF Auditor General Representative audit		destroy when exceptions are cleared (See Note 2). AUTH: N1-AFU-90-3
17	control logs	records used for recording disbursement and collection vouchers		destroy 1 year after close of fiscal year in which created (See Note 2). AUTH: N1-AFU-90-3
18	year-to-date listing	biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.		destroy after 90 days (EXCEPTION: last listing of each quarter will be retained for 3 years) (See Note 2). AUTH: N1-AFU-90-3
19	listings (not covered by rules 1 through 18)	products including but not limited to: permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in rules 1 through 16		destroy when no longer needed. AUTH: N1-AFU-90-3
19.01	Biweekly Thrift Savings Plan (TSP)	initial, recycle, and final runs of active and inactive list and related error lists		destroy when notified by National Finance

TABLE 177-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Products - Interim			Center (NFC) that tape processed successfully AUTH: N1-AFU-90-35
19.02	Biweekly Thrift Savings Plan (TSP) Products - Final	final run of active and inactive list and voucher/summary list		destroy after 1 payroll year AUTH: N1-AFU-90-35
20		products including but not limited to: T&A register and temporary change list, management notice list, IBP weekly list, civilian MAFR and expense list, CSR information report/list, leave list, variable balance list, employee directory, IBP quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise, used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries		destroy after updating of summaries is completed and audited for accuracy. AUTH: N1-AFU-90-3
21		products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed		destroy when listings are replaced. AUTH: N1-AFU-90-3
22	collection and disbursement	copies used to answer inquiries, process claims, make pay adjustments		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3
23	optional record folders	forms authorizing deductions and entitlements, covered in other rules of this table, used by civilian pay areas on an optional basis		upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this table.

TABLE 177-21**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
24	Gross-to-net register	information used for research and inquiries on pay data		AUTH: N1-AFU-90-3 destroy after individual pay records (IPRs) are received. AUTH: N1-AFU-90-3

NOTE(S):

1. In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims. (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area, and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule. Comply with the requirements of DFAS-DE Regulation 177-104.

3. HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records, when they are eligible.

4. (RESERVED)

5. Supervisors may retain leave applications in office area until they are eligible for destruction.

6. Variable and flextime records are held at supervisor's operating area until eligible for destruction.

7. (RESERVED)

8. For Applications for Leave when the employee has NOT initialed the time and attendance form, use table 177-21, rule 3.

9. For Selective History Listings (annual appropriations records produced by accounts control (PCN SHO 69-93), disposition is pending 17 Jul 91 through 31 Dec 94; effective 1 Jan 95, destroy after 4 years (see note 2).

TABLE 177-22**MILITARY PAY RECORDS CREATED PRIOR TO JUMPS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Pay Record Jackets	military pay records and related records	at Denver FRC for GAO	destroy 6 years and 3 months after date of separation AUTH: NC1-AFU-91-24
2	(RESERVED)			(RESERVED)
3	microfilmed pay records for regular and irregular closeouts		at alternate site	destroy after 56 years. AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)

TABLE 177-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	microfilmed pay records for separated members		at alternate site	destroy after 6 years. AUTH: N1-AFU-90-3
6	Pay History	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	at Denver FRC for GAO	destroy 56 years after FY in which created AUTH: N1-AFU-90-3
7	Pay History - Microfilm		operational microfilm copies at HQ DFAS-DE	destroy after 6 years or when no longer needed AUTH: N1-AFU-90-3
7.01		final leave balance (prior to JUMPS) listings		send to Denver FRC after 4 years where they are destroyed after a total of 56 years. AUTH: N1-AFU-90-3
7.02	Pay History - Final Leave Balance	final leave balance (prior to JUMPS) listing		send to Denver FRC after 4 years where it is destroyed after a total of 56 years AUTH: N1-AFU-90-3
8	W-2 extract	microform W-2 data produced under the AMPS 360 system		destroy after 4 years. AUTH: N1-AFU-90-3
9	ARPAS Supporting Documents - Input Registers and Certificates/Forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with family members, hazardous duty order, officer's certificate of statement of service, authorization for inactive duty training action request, court martial order, report of casualty or message, discharge or separation order, active duty order, statement of tour of duty, medical certificate, line of duty determination, travel voucher, officer uniform allowance certificate and maintenance allowance form, employee's withholding allowance and withholding exemption certificate, authorization to start or stop BAQ credit, signature card, and related records	at ARPAS payroll offices	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
10	ARPAS Voucher Data	detailed payroll money lists, summaries, and cover sheets		destroy after 6 years and 3 months (exception: Hold vouchers pertaining to American Indians indefinitely). AUTH: N1-AFU-90-3

TABLE 177-23

CADET PAY RECORDS AT DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) - DENVER (DE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cadet pay	military pay records, travel cards, and other records pertaining to pay while in cadet status	at HQ DFAS-DE	send to Denver FRC 2 years after cadet's graduation or separation from service where they will be destroyed after a total of 56 years. AUTH: N1-AFU-90-3

TABLE 177-24

AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AFROTC pay	pay orders		send to Denver FRC where they will be destroyed after 6 years. AUTH: N1-AFU-90-3
2		pay reports		destroy 1 year after close of year to which they pertain. AUTH: N1-AFU-90-3
3		summary of earnings listings		destroy 3 years after close of year to which they pertain. AUTH: N1-AFU-90-3
4		collection and disbursing vouchers		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note). AUTH: N1-AFU-90-3
5		(RESERVED)		(RESERVED)
6		military pay orders, dependency certificates and other substantiating records	at organizational levels	destroy 1 year after close of pay period. AUTH: N1-AFU-90-3
7		payroll vouchers and summary of earnings listings		destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 177-24**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8		income tax and FICA withholding records		destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year. AUTH: N1-AFU-90-3
9	AF Junior ROTC instructor pay	instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors, and records relating to each school	at HQ AFROTC	destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled. AUTH: N1-AFU-90-3

NOTE: HQ DFAS-DE advises AFOs of outstanding discrepancies within specified retention period. In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-25**AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Reserve and Air National Guard (ANG) pay	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at Denver FRC for all USAF Reserve members	destroy 56 years after year in which created. AUTH: N1-AFU-90-3
2			at Denver FRC for ANG members paid by HQ DFAS-DE prior to 1 Jan 68	
3			at appropriate State Adjutant General for ANG members paid by the ANG Comptroller prior to 1 Jan 68	
4			at the Denver FRC for noncomputerized payments after 1 Jan 68	

TABLE 177-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	ARPAS Pay - Master History	originals of quarterly master file history, voucher and transaction data for computerized payments		destroy after 56 years. AUTH: N1-AFU-90-3
6	ARPAS pay	central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments	at central reference areas at HQ DFAS-DE	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3
7		central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments	at functional areas	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	supporting documents	signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out of service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments made after 1 Jan 69, and other related records	at HQ DFAS-DE	retire to Denver FRC where they will be destroyed after a total of 6 years and 3 months. AUTH: N1-AFU-90-3
9	ARPAS supporting documents - input registers and certificates/forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officer's certificate of statement of service, authorizations for inactive duty training action requests, court martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related records, employee's withholding allowance and withholding exemption certificates, authorizations to start or stop BAQ credit, signature cards and related	at ARPAS payroll offices	destroy after 6 years and 3 months. AUTH: N1-AFU-90-3

TABLE 177-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		records		
10	edit reconciliation and control data	computerized listings that are action items (reject listings), master file reviews, dropped masters, accounts receivable collections, interface discrepancies and incomplete leave listings	at HQ DFAS-DE	destroy after 3 months or when corrective action has been taken, whichever is later. AUTH: N1-AFU-90-3
11	other listings and tabulations	computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings that do not need corrective action		destroy after quarterly master file history has been received. AUTH: N1-AFU-90-3
12	federal income tax withholdings and Federal Insurance Contribution Act (FICA)	employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records		destroy 4 years after taxes are paid (see Treasury Department Circular E). AUTH: N1-AFU-90-3
13	management information	computerized listings used for reports, historical data and for evaluation and control purposes		destroy after 3 years or when purpose has been served, whichever is sooner. AUTH: N1- AFU-90-3
14	ARPAS Voucher Data	detailed payroll money lists, summaries and cover sheets		destroy after 6 years and 3 months (Exception: Hold vouchers pertaining to American Indians indefinitely.) AUTH: N1-AFU-90-3
15	subsidiary data	listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA and FITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers and other accounting data	retained in the fiscal area at HQ DFAS-DE	destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies. AUTH: N1-AFU-90-3
16	collection and disbursement vouchers	copies of paid vouchers	at military pay subject matter areas	
17		copies of paid vouchers with supporting records that are used for accounting purposes	retained in fiscal area at HQ DFAS-DE	
18	indebtedness control	indebtedness forms and data	at HQ DFAS-DE for in-service and out-of- service Reserve and ANG members	destroy 1 year after final collection or when case is closed. AUTH: N1-AFU-90-3
19	records control data	logs used to provide control for partial payment authorizations	at ARPAS payroll offices	destroy when all payments have been

TABLE 177-25**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				reconciled. AUTH: N1-AFU-90-3
20	Reference Materials (SMA)	locators, master tables and other similar products used for reference purposes	at military pay subject matter areas	destroy when obsolete, superseded, or when no longer needed. AUTH: N1-AFU-90-3
21	Reference Materials (ARPAS)	locators, master tables and other similar products used for reference and inquiry purposes	at ARPAS payroll offices	
22	posting media	records (other than source data) used for machine application or control	at military pay subject matter areas	destroy when purpose has been served. AUTH: N1-AFU-90-3

TABLE 177-26**PAY ALLOTMENT RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	start, stop or change files	class E, Q, N, and D allotment folders of military and civilian personnel containing correspondence affecting specific money accounts; allotment authorization request for change notice of credit due; dependency certificate (wife or child under 21; parent dependency affidavit; dependency certificate (mother and/or father; local forms including requests for pay information, change of address, modification or reduction of allotment payment authorization, and authorization for special pay		destroy 6 years after year of separation from service. AUTH: N1- AFU-90-3

TABLE 177-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	dependency folders (DEP) at HQ DFAS- DE	applications for basic allowance for quarters for members with dependents; applications for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents- in-law, stepchildren, adopted children, illegitimate children and all cases where relationship or dependency is questionable		destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3
2.01	dependency folders (DEP) at AFOs	originals of records in rule 2	approved and sent to HQ DFAS-DE 10 days after end of month	
2.02			disapproved and sent to HQ DFAS-DE after 90 days	
2.03		duplicates of records in rule 2	at AFOs	destroy 12 months after date of last action or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2.04		rebuttals or referrals	at AFOs and sent to HQ DFAS-DE upon receipt	destroy 6 years after separation from active duty unless subsequent action, in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3
3	correspondence folders	communications pertaining to returned checks/bonds; stop pay actions; Red Cross commercial insurance and credit union inquiries, field level inquiries on allotment status, change of address information, individual computer printouts on status of accounts; copies of authorizations for special pay; forms of pay adjustment authorization; HQ DFAS-DE work sheets; and comparable data	at HQ DFAS-DE	destroy 6 months after date of last action or when no longer needed. AUTH: N1-AFU-90-3

TABLE 177-27**US SAVINGS BOND RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	transmittals or receipts (inscribed or uninscribed bonds)	transmittal or receipt of series E bonds, used to receipt/transmit bonds received/forwarded by HQ DFAS-DE		destroy on site after 2 years. AUTH: N1-AFU-90-3
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond		destroy after claimant has received bond or bond has otherwise been accounted for. AUTH: N1-AFU-90-3
3	series E bond sales	accountability records, used to control, verify and balance accountability and to answer inquiries		destroy after 5 years. AUTH: N1-AFU-90-3
4	bonds held in safekeeping at HQ DFAS-DE (inscribed)	lists of bonds held in or released from safekeeping; used to maintain accountability and include date and reason released		
5		quarterly history		
6	savings bond reports	reports of bond sales and purchases		destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 177-28**AF MEMBER FHA CASE FILES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual case folders	request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating airmen's name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government	received from AF personnel through FHA relative to loans for purchase of private homes	destroy 2 years after case is closed. AUTH: N1-AFU-90-3

TABLE 177-29

MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	transitory work files	transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, ADSN file); interfund seller address file, records location; master listings of edit error and out-balance listings, miscellaneous correspondence	at HQ DFAS-DE	destroy 30 days after month in which created or when superseded by files update. AUTH: N1-AFU-90-3
2	7112/7113 Accountant working files		transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	
3	7112/7113 ADSN, DCASR, CADC inputs	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and TC suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to AFO cycle and month-end processing; includes data peculiar to AMC transportation processing		destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	MAFR other service for air data	Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products		

TABLE 177-29**Continued. (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	cross disbursing activity (USAFAC)	request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence		
6	interfund billing transactions	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related records		destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner. AUTH: N1-AFU-90-3
7	EDP master control listing	command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data		
8	Adjustment Vouchers	SF 1080, Voucher for Transfers Between Appropriation and/or Funds, and SF 1081, Voucher and Schedule of Withdrawals and Credits, and related documents	at HQ DFAS-DE	destroy 4 years after FY in which created, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	Unliquidated or Discrepant Payments and Collections	copies of disbursements and collections made in support of AF contracts processed through MAFR system	at HQ DFAS-DE	destroy 10 years after FY in which created AUTH: N1-AFU-91-19

NOTE: Only copies of records are covered by this table; the disposition of original records is shown in table 177-5.

TABLE 177-30**JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT DFAS-DE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	substantiating data		sent to HQ DFAS-DE by accounting and finance offices and MPFs	retire after 18 months to Denver FRC (see table 177-5). AUTH: N1-AFU-90-3
2	personal financial record (PFR)	financial information on individual members; formerly maintained at base level		destroy 6 years after members' separation (See Note). AUTH: N1-AFU-90-3

TABLE 177-30

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	daily transactions	detailed records of all transactions received and actions taken by HQ DFAS-DE, used for inquiry/audit purposes		destroy after 6 years. AUTH: N1-AFU-90-3
4	management notices	data identifying transactions which require manual processing		
5	leave and earning statements (LES)	monthly statement of member's leave and earnings		destroy after 3 years. AUTH: N1-AFU-90-3
6	master military pay account (MMPA)	6-month history of member's leave/pay transactions and leave and earnings data		retire to Denver FRC where they will be destroyed 56 years after year of creation. AUTH: N1-AFU-90-3
7	allotment data	original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments		retire to Denver FRC where they will be destroyed after a total of 6 years and 3 months from date of account in accordance with table 177-5. AUTH: N1-AFU-90-3
8		operational copies of records in rule 7		
9		transaction histories, blanket and VA voucher listings, debit and credit registers		
10		reference listings and cumulative 6-month allotment histories		
11	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, and similar products		destroy after 3 years. AUTH: N1-AFU-90-3
12	JUMPS central payments	listings by ADSN of products concerning amounts credited to financial organizations for personnel paid centrally		
13		transmittal register and stat report used for reference and balancing purposes		
14		detailed MM and EOM payroll listings used for inquiries and to advise financial organizations of deposits made to members' accounts		
15	central or local pay authorizations	changes to AF members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations		destroy after 3 years. AUTH: N1-AFU-90-3

TABLE 177-30

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
16	summary account data	transactions processed through summary account subsystem and are microform products used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis	at HQ DFAS-DE	destroy after 5 years. AUTH: N1-AFU-90-3
17		summarized information to control the MMPAs used for report purposes	reports to the fund manager on the financial position of the military pay appropriations	
18			reports to the fund manager showing expenditures by entitlements and deductions for the month	destroy after 3 years. AUTH: N1-AFU-90-3
19	voucher balancing/ reconciliation	summaries of JUMPS payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR)		destroy after 2 years. AUTH: N1-AFU-90-3
19.01		subsidiary records used to reconcile voucher balancing for disbursements and collections; journal vouchers; worksheets; adjustment authorizations and other related data, used to reconcile pay/collection postings with MMPAs or with MAFR		destroy 1 year plus 1 month after reconciliation of discrepancies. AUTH: N1-AFU-90-3
20	edit, reconciliation, or control data	products used in correcting rejects, reconciling data, and controlling/balancing central payments and allotments relative to check number/address validation, changes of address, FITW and W-2 changes, nonmatches of company codes or addresses, out-of-balance totals, pay suppressions, zero pay authorizations, checkwriting totals, check transmittal lists, error lists, control totals, control cards, and similar products		destroy after 6 months or when reconciliation, correction, or balancing purpose has been served, whichever is sooner. AUTH: N1- AFU-90-3
21		products concerning transmission of data via mag tapes, listings, AUTODIN transit routings		destroy after 3 months. AUTH: N1-AFU-90-3
22	(RESERVED)			(RESERVED)
23	conversion master	data on MMPA at time of member's		retire to Denver FRC

TABLE 177-30**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	military pay account	conversion to JUMPS, used in adjusting or correcting the MMPA		where they will be destroyed after a total of 6 years. AUTH: N1- AFU-90-3
24	FICA wages and/ or FITW deductions	amounts of FICA wages/deductions and FITW deductions for military members	copies of quarterly reports sent to Social Security Administration or Internal Revenue Service	destroy 4 years after FY to which they pertain. AUTH: N1-AFU-90-3
24.01			copies used to determine benefits for annuitants of retired members, and to answer inquiries	destroy 56 years after period to which they pertain. AUTH: N1- AFU-90-3
25	TD Form W-2	data printed on member's TD Form W-2, used for inquiry purposes and to recreate TD Forms W-2		destroy after 4 years. AUTH: N1-AFU-90-3
26	closed separation/ reenlistment data	MMPA printouts, copies of pay adjustment authorizations, punch card transcripts, correspondence and related records created at time of member's separation/reenlistment and reflect payments made		destroy after 6 years, 3 months. AUTH: N1- AFU-90-3

NOTE: This is a discontinued series. Retired segments at the Denver FRC are eligible for destruction through 1986.

TABLE 177-31**FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS AT DFAS-DE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cash accounting	reports and supporting records showing cash accountability status of financial activities through disbursement and collection transactions, except:	at HQ DFAS-DE	destroy 2 years after FY in which created. AUTH: N1-AFU-90-3
2	Cash Accounting - Year-End Finals	fiscal year-end finals of above reports and statement of transactions and accountability (foreign transactions) reports, commitments, obligations, disbursements, and collections		destroy 4 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 177-31

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report		destroy 5 years after FY in which created. AUTH: N1-AFU-90-3
4	Appropriation Accounting Data	reports and supporting records portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections; reports of appropriation reimbursements, year-end finals, reports of status of project obligation allotment code, report of budget execution finals, and annual report under Section 1311, Supplemental Appropriation Act of 1955 (Public Law 663)		destroy 6 years and 3 months after the later of either closure or liquidation of all obligations in closed account AUTH: GRS6,Item1a
5		reports of appropriation reimbursements June finals, reports of status of project by obligation allotment code, June finals, report of budget execution finals, and annual report under Section 1311, Supplemental Appropriation Act of 1955 (Public Law 663)		destroy 5 years after FY in which created. AUTH: N1-AFU-90-3
6	expense accounting data	reports and supporting records showing the expense incurred in selected activities, except:		destroy 4 years after FY in which created. AUTH: N1-AFU-90-3
7		fourth quarter reports of recapitulation of commissary store reimbursable operating costs and report of reimbursable property disposal expenses and report of proceeds from sales of lumber or timber products		destroy 5 years after FY in which created. AUTH: N1-AFU-90-3
8	financial statements (general ledgers)	reports and supporting records showing the financial position of the USAF and selected activities, except:		destroy 3 years after FY in which created. AUTH: N1-AFU-90-3
9		financial statements required by TD Circular 966, AF industrial fund statements and schedule for annual budget estimate for industrial fund, AF stock fund statements and schedule for annual budget estimate for stock fund, and USAF consolidated trial balance (4th quarter/June final)		destroy 5 years after FY in which created. AUTH: N1-AFU-90-3
10	miscellaneous type accounting data	a variety of reports and supporting records not classified in above rules		destroy 3 years after FY in which created. AUTH: N1-AFU-90-3
11		annual summary of retirement fund transactions		destroy 5 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	substantiating information	original of record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters	at military pay subject matter areas	send to HQ DFAS-DE by the 6th workday of the calendar month following the processed month being reported (See Note 1). AUTH: N1-AFU-90-3
2		report of travel/leave time		for original, see table 177-5, rule 2; duplicate, see rule 1. AUTH: N1-AFU-90-3
3		copies of records sent to HQ DFAS- DE; e.g., MPOs, pay adjustment authorizations, etc.		destroy after 6 months. AUTH: N1-AFU-90-3
4		(RESERVED)		(RESERVED)
5		JUMPS pay record accessibility (PRA) roster		include original semiannually with the submission of substantiating documents (May- November). (See rule 1). Destroy retained copy after 6 months or when a new roster is created. AUTH: N1- AFU-90-3
6		leave request/authorization		send Part I (and III, if received for processing) to HQ DFAS-DE by the 6th workday of the calendar month following the processed month being reported (See Note 1). AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			at unit of attachment or assignment	destroy Part III after leave block verification unless there is a discrepancy in leave data. If there is a discrepancy in leave data, forward Part III to the AFO. For terminal leaves, destroy Part III 10 days after the last day of leave if the member has not returned from leave. AUTH: N1-AFU-90-3
8			for internal management purposes	forward Part III to unit. AUTH: N1-AFU-90-3
9		original JUMPS data change transaction register (JTR)	at MPFs, personnel system management (PSM) area	send to HQ DFAS-DE by the 6th workday of month following end of month processed (See Note 1). AUTH: N1- AFU-90-3
10		copies of JUMPS data change transaction		destroy after 6 months. AUTH: N1-AFU-90-3
11		original of JUMPS miscellaneous transaction register		destroy after 90 days. AUTH: N1-AFU-90-3
12		acknowledged copies of military pay orders (MPOs)	at preparing activities	destroy after 6 months. AUTH: N1-AFU-90-3
13	Data Collection Listings	all transactions processed, recycled, or rejected during an update (including verified Basic Allowance for Subsistence (BAS) authorizations)	at unit input source	destroy after 2 months. AUTH: N1-AFU-90-3
14		(RESERVED)		(RESERVED)
15		all transactions (transactions number only) that processed in an update; inputs by another AFB, HQ DFAS- DE, AFMPC, or MPF for a member served by that AFO		destroy after 6 months. AUTH: N1-AFU-90-3
16		all transactions within a cycle that went to the recycle file at HQ DFAS- DE		destroy after 6 months provided all transactions have dropped from cycle. AUTH: N1-AFU-90-3
17		all management notices provided by HQ DFAS-DE		destroy after 6 months provided no AFO action is pending. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	rejected transaction listings	rejected transactions		destroy 90 days after end of month in which all rejects on the listing are cleared. AUTH: N1-AFU-90-3
19		pay-affecting transactions submitted by the MPF which are rejected at HQ DFAS-DE	at MPFs, PSM	
20		all transactions rejected to the operating directorate at HQ DFAS-DE	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
21	leave and earning statements	duplicate copy of monthly statements of member's leave and earnings		if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain. AUTH: N1-AFU-90-3
22	LES extracts (NBT 200) products	certified copies of listings created by the various options of NBT 200		destroy 1 year after end of month created or when replaced by a newly certified listing. AUTH: N1-AFU-90-3
23		6-month history printout		filed in member's PCS package upon permanent change of station (PCS) AUTH: N1-AFU-90-3
24		original of leave and earnings data created upon member's separation/reenlistment	filed in member's management case file	destroy per rule 22. AUTH: N1-AFU-90-3
25	daily transactions	detailed record of all transactions received and actions taken by HQ DFAS-DE	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
26	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note 2). AUTH: N1-AFU-90-3
27	control logs	logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for AF members and		destroy 1 year and 1 month after close of FY in which created. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		members of other Services		
28		incoming and outgoing AUTODIN transmissions		destroy after 6 months. AUTH: N1-AFU-90-3
29		data collection log print listings of all messages, commands, and systems activity		destroy after 30 days. AUTH: N1-AFU-90-3
30	Unit Leave Control Log - Unit Copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at units of attachment or assignment	destroy 1 year after accountable fiscal year. AUTH: N1-AFU-90-16
30.01	Unit Leave Control Log - MPSMA Copy		at military pay subject matter area (MPSMA)	destroy after accountable fiscal year provided all leaves have been posted. AUTH: N1-AFU-90-16
30.02	Unit Leave Authorization Numbers - Block Assignments	certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after last accountable fiscal year shown on form. AUTH: N1-AFU-90-16
31	Control Logs - Unit Copy	MPO document control log (AF Form 1373)	at units of attachment or assignment	destroy after transactions for each document (MPO) have appeared on JUMPS data collection listings as processed, recycled, or rejected and the next sequential control number has been established. AUTH: GRS23,ITEM8
31.01	Control Logs - MPSMA		at military pay subject matter area	destroy after posting AUTH: GRS23,ITEM8
32	transmittal letters	forms and form letters used to transmit military pay records	at military pay subject matter areas	destroy 60 days after close of pay period to which they pertain. AUTH: N1-AFU-90-3
33	nonavailability of government quarters and mess	retained organizational copies of forms and related records	at issuing/approving authorities	destroy 1 year from date of issue. AUTH: N1-AFU-90-3
34	posting media	records (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications, used to provide input data to the accounts control area		destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared. AUTH: N1-AFU-90-3
35	JUMPS transaction cards	EAM cards for JUMPS input transactions	at all preparing activities	destroy after 15 days. AUTH: N1-AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
36	PCS package transfer actions	original forms filed in member's PCS package		destroy after gaining AFO verifies inclusion of appropriate records and posting of payments. AUTH: N1- AFU-90-3
37		copies	at losing AFOs	destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
38	AFO payment authorization (JUMPS)	original forms authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA, used to support payment		send to HQ DFAS-DE by 15th of month following end of month processed (See Note 1). AUTH: N1-AFU-90-3
39		second copies of above forms forwarded to paying and collecting as subvoucher to military pay voucher		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE (See Note 2). AUTH: N1-AFU- 90-3
40		third copies of above forms keypunched for input to daily update		see rule 34. AUTH: N1-AFU-90-3
41	pay authorization balance sheet	computer listings	at military pay subject matter areas	destroy after 6 months. AUTH: N1-AFU-90-3
42	pay service file leave and earning statement mismatch listing			destroy after 3 months. AUTH: N1-AFU-90-3
43	pay service file utility print options			destroy when no longer needed, but no later than 2 months after date of creation. AUTH: N1-AFU-90-3
44	international balance of payments	summary payroll list		destroy after 6 months. AUTH: N1-AFU-90-3
45		quarterly list		
46		summary cards held for production of quarterly report		destroy 2 months after creation of quarterly report. AUTH: N1- AFU-90-3

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
47	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls		destroy after 3 months. AUTH: N1-AFU-90-3
48	one-time military payroll money list	data concerning one-time pay authorizations from HQ DFAS-DE		destroy after 2 years. AUTH: N1-AFU-90-3
49	sequence check listing	breaks in check numbers of checks processed		
50	TD Form W-2	listing of mismatches between pay service file and TD Form W-2 tape		
51		listing of data printed on member's TD Form W-2 used to recreate W-2s, if necessary		
52	edit error list	error conditions created when 9B product control cards fail B-3500 edits		destroy upon correction of error. AUTH: N1- AFU-90-3
53	check issue listing	every computer-produced military payroll check issued by the AFO	at paying and collecting subject matter areas	see table 177-19. AUTH: N1-AFU-90-3
54			at subject matter areas other than paying and collecting	destroy after 3 months. AUTH: N1-AFU-90-3
55	pay service file print	current pay and leave information and summary of last 32 transactions	filed in member's PCS package upon PCS	destroy when purpose has been served, but not later than 6 months after creation. AUTH: N1-AFU-90-3
56	error cards	cards used to correct errors or reject transactions	at military pay subject matter areas	destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted. AUTH: N1-AFU-90-3
57	JUMPS-grams	computer printouts transmitted via AUTODIN containing special instructions from HQ DFAS-DE to AFOs re military pay processing		destroy when obsolete or rescinded. AUTH: N1-AFU-90-3
58	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for overseas personnel to CONUS	at units of attachment or assignment	destroy after approval of leave request/authorization form. AUTH: N1- AFU-90-3
59	(RESERVED)(see note 5)			(RESERVED)
60	reconciliation lists	summaries of JUMPS payment/collection transactions, used		destroy 1 year after year/ month comes in

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)		balance. AUTH: N1-AFU-90-3
61	JUMPS Reference Materials	JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations, and other similar products		destroy after 6 months. AUTH: N1-AFU-90-3
62	pay adjustment authorization	copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE	at initiating military pay subject matter areas	destroy suspense copy upon return of receipt copy; destroy receipt copy after 6 months. AUTH: N1-AFU-90-3
63			at receiving military pay subject matter areas	include original in substantiating records (see rule 1); destroy retained copy with DROT's (see rules 13 and 14). AUTH: N1-AFU-90-3
64	temporary lodging allowance (TLA) entitlements	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	original forms used to compute and support payment	send to HQ DFAS-DE per AFM 177-373, volume I. AUTH: N1-AFU-90-3
65			copies at military pay subject matter areas used to provide data for payment	see rule 26. AUTH: N1-AFU-90-3
66			case file copies at TLA initiating office used for authorization and payment	destroy 1 year after termination of TLA (EXCEPTION: when discrepancies are involved, destroy 6 months after they are cleared). AUTH: N1-AFU-90-3
67	Management Case Files - Indebtedness	indebtedness records, including bankruptcy	at military pay subject matter areas	include in PCS package upon PCS; if separating or retiring, include in separation/retirement paperwork (see rule 71); otherwise destroy 6 months after indebtedness has been closed. AUTH: N1-AFU-90-3
68	Management Case	entitlement certification and		destroy when

TABLE 177-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Files - Entitlement	recertification, including BAQ, FSA, VHA, OHA, and COLA		superseded by a new certification/recertificat ion; if not superseded, destroy 1 year after PCS, separation, or retirement AUTH: GRS6,Item1b
69	Management Case Files - Emergencies	authorization/designation for emergency pay and allowances		destroy upon PCS or when superseded by new authorization. AUTH: N1-AFU-90-3
70	Management Case Files - Discretionary	discretionary files based on local needs		destroy upon PCS, when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
71	Management Case Files - Separation/Retireme nt	separation/retirement paperwork		destroy 6 months after member separates. AUTH: N1-AFU-90-3
72	Management Case Files - Article 15/CMO	Article 15/court martial order (CMO)		destroy after 6 months. AUTH: N1-AFU-90-3
73	Management Case Files - SITW Recertification	state income tax withholding (SITW) recertification		destroy after 1 year. AUTH: N1-AFU-90-3
74	permanent change of station (PCS) package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records, and similar records		destroy when purpose has been served, but not later than 6 months after date of creation. AUTH: N1-AFU-90-3
75	quality assurance batch print	all transactions input into a data collection batch (to verify keyed data)		destroy after cycle has been successfully transmitted to HQ DFAS-DE. AUTH: N1-AFU-90-3
76	data collection input transmittal listing	all transactions transmitted to HQ VDFAS-DE via data collection in a cycle(s)		destroy after receipt and printing of HQ DFAS-DE update results. AUTH: N1- AFU-90-3
77	password control rosters (AF Form 199)	password and operator IDs for personnel authorized access to the minicomputer	maintained by the AFO	destroy 1 year after the roster is replaced by a new roster. AUTH: N1-AFU-90-3
78	input transaction listings	AFO transactions assigned a document number	at military pay subject matter area	destroy after 3 months. AUTH: N1-AFU-90-3

NOTE(S):

1. HQ DFAS-DE retires to Denver FRC with original accounts per table 177-5.
2. AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected.
3. RESERVED
4. See this table, rule 62 and 63, for this record series.
5. For copies of Servicemen's Group Life Insurance Elections or Declinations at MPF, see table 36-36, rule 10 or table 36-12.

TABLE 177-34**RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT DFAS-DE**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	retired pay folders	source records used to establish and continue the pay of retiree and to establish entitlement of unpaid pay and allowances and death gratuity to the survivors, to include retirement orders, data for payment of retired armed forces personnel, survivor benefits elections, emergency information, statement of employment, withholding certificates, Veterans Administration and Office of Personnel Management waivers, correction of information, etc., and records such as medical reports, court-appointed fiduciary and other related papers pertaining to mentally incompetent individuals	terminated due to death or removal from temporary disability retired list	retire to Denver FRC after 1 year where they will be destroyed 6 years after calendar year in which terminated. AUTH: N1-AFU-90-3
2	annuity pay folders (RSFPP, SBP, limited income)	source records used to establish and continue the pay of an annuitant, such as application for annuity, dependency indemnity compensation, and social security information, certificate of continued eligibility, minimum income claims, request for federal income tax withholding, custodianship certificate, and other documenting evidence	terminated due to death or termination of annuitant (See Note 1)	
3		disallowed limited income claims, correspondence and other pertinent data		destroy 1 year after claim has been disallowed. AUTH: N1-AFU-90-3
4	retirement orders with revocations	copies sent to HQ DFAS-DE for information		destroy 90 days after date of order. AUTH: N1-AFU-90-3

TABLE 177-34

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	trustee folders (mentally incompetent retirees)	source records used to establish and continue payments to trustee in behalf of mentally incompetent member, such as application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, etc.	terminated due to death of member, appointment of legal representative or when member is declared competent	destroy 6 years after calendar year in which terminated. AUTH: N1-AFU-90-3
6	trustee folders (mentally incompetent active duty members)	source records (medical reports, court orders, application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, comfort items reports, military pay orders, and other related records) used to establish and continue payments to court-appointed fiduciary or to a trustee in behalf of active duty member	terminated due to death, discharge, separation or when member is declared competent (See Note 2)	destroy 6 years after calendar year in which terminated. AUTH: N1-AFU-90-3
7	personal financial records (PFR) for mentally incompetent active duty members	financial information on individual members forwarded to HQ DFAS-DE by accounting and finance officer	terminated due to death, discharge, separation or retirement	destroy after 6 years (See Note 3). AUTH: N1-AFU-90-3
8			for members who continue on active duty	
9	substantiating information	allotment authorizations (starts, stops, changes) indebtedness, tax levies payroll deduction agreements, and other related records, used to increase or decrease the net pay of the retiree or annuitant		send to HQ DFAS-DE after 3 months where they will be retired to Denver FRC per table 177-5. AUTH: N1- AFU-90-3
10	update processing data (not pay- affecting)	change of check, correspondence, and allotment addresses, authorizations for deposit of federal recurring payments, monthly certificates of existence copies of request for stop payments, removal of stop payment action, and unavailable check cancellations, requests for disposition of checks and bonds and returned check documentation, and other miscellaneous history items and company code changes, used to update the master file history		destroy 3 months after processing date. AUTH: N1-AFU-90-3
11	retiree/annuitant pay master file history	account identification, entitlement data, pay and allotment data, accounts receivable and transaction history	originals (month-end) at HQ DFAS-DE	retire to Denver FRC where they will be destroyed after a total

TABLE 177-34

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				of 40 years. AUTH: N1-AFU-90-3
12			operational copies in central reference area at HQ DFAS-DE	destroy daily copies after receipt of month- end; destroy month-end copies after 10 years. AUTH: N1-AFU-90-3
13			operational copies of daily and month-end, in functional areas at HQ DFAS-DE	destroy after receipt of next month-end copies. AUTH: N1-AFU-90-3
14	voucher data	retiree, annuitant, and allotment voucher listings and summaries, blanket company and financial organization listings and summaries, bond schedules, VA Class N summaries and accounts receivable listings and other related data	originals at HQ DFAS-DE	retire to Denver FRC where they will be destroyed after a total of 6 years and 3 months per table 177-5. AUTH: N1-AFU-90-3
15			copies in the fiscal area at HQ DFAS-DE	destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies. AUTH: N1-AFU-90-3
16			copies used for reference and inquiry purposes at HQ DFAS-DE	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
17	voucher balancing, reconciliation and control data	subsidiary data used to reconcile voucher balancing for disbursement and collections, such as accounting controls, processing parameters, pay authorizations, deposit, check and bond totals and check control summaries, blanket company and VA Class N debit/credit registers, journal vouchers, work sheets for schedule of transactions, transcripts, ledgers, and other accounting media	in the fiscal area at HQ DFAS-DE	destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies. AUTH: N1-AFU-90-3
18	edit, reconciliation and exception listings	uncleared transactions, lot proof listings, management notices, pay status analysis, payment and processing exceptions, VA allotment and master file reconciliation listings and other similar products, used for research, correction, review and reconciliation of rejects, conditions or		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 177-34

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		events		
19	management information	data which reflects the activity of the retiree and annuitant pay system, internal examination records, and other related records, used for statistical and management purposes		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
20	reports (controlled or uncontrolled)	tabulations, summaries or feeder reports used for budget, statistical or information purposes		destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3
21	tax data	federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, alien control lists, retiree and annuitant W2P control lists		destroy 4 calendar years after taxes are paid. AUTH: N1-AFU-90-3
22	reference materials	company code directories, locators and other similar products		destroy when superseded. AUTH: N1-AFU-90-3
23	transmittal letters	forms or correspondence used to transmit records or to request records or information		destroy when records or information are received. AUTH: N1-AFU-90-3
24	posting media	records (other than source data) used for machine application or control such as post data transcript forms, work sheets		destroy after 90 days or when no longer needed. AUTH: N1-AFU-90-3
25	control logs	manual and computer payments used to record disbursement and collection vouchers		destroy 1 year after close of FY in which created. AUTH: N1-AFU-90-3
26	record control	logs of numbered and unnumbered source records such as MPO logs, transmittal logs		destroy 90 days after close of FY in which created. AUTH: N1-AFU-90-3

NOTE(S):

1. Limited income cases are subject to be reopened.
2. If member is placed on the permanent or temporary disability retired list, records will be retired per rule 1.
3. This series is discontinued; retired segments at Denver FRC are eligible for destruction through 1986.

TABLE 177-35

QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	planning		records on developing, formulating and issuing policies, guidelines, and overall direction of the QAP for all accounting and finance operations	at issuing activities of MAJCOMs and HQ DFAS-DE AUTH: N1-AFU-90-3
1.01			at AFOs	destroy 1 year after superseded, obsolete or inactivation of office. AUTH: N1-AFU-90-3
2	administrative management	technical assistance and advice on quality matters, motivational material, and routine communications about appointing a QAP monitor establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement	at issuing or requesting activities	destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	examinations, inspections and surveys	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and followup actions), and other related records	at offices performing the examinations, inspections and surveys	destroy after 3 years. AUTH: N1-AFU-90-3
4			at examined, inspected or surveyed activities	destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later. AUTH: N1-AFU-90-3
5			at MAJCOMs, intermediate, monitoring or evaluating offices	destroy 1 year after all actions are completed. AUTH: N1-AFU-90-3
6			information copies of other unit or activity inspections or examination reports furnished for self-inspection, and replies when required	destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 177-35

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	workpapers	records required to develop standards	at HQ DFAS-DE	destroy after 4 years. AUTH: N1-AFU-90-3
8		tabulations, computer printouts, copies of records, etc.	at offices performing the examination inspection and surveys	destroy after 1 year. AUTH: N1-AFU-90-3
9	quality aids	quality assurance bulletins, checklists, self-inspection guides or similar records, and related information not published as, or a supplement to a standard publication per AFI 37- 160V1 (see table 37-7).		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
	011-04	NEW		STATUS OF RESOURCES TRAINING (SORTS)/READINESS
	14-10	NEW		SCI ADMINISTRATIVE SECURITY RECORDS
	14-11	NEW		SCI PERSONNEL SECURITY RECORDS
	14-12	NEW		SCI PHYSICAL SECURITY RECORDS
	016-02	NEW	1	FOREIGN DISCLOSURE
	033-01	NEW		C4 SYSTEMS POLICY AND GUIDANCE
	021-22	NEW		COMBAT AMMUNITION SYSTEM-BASE (CAS-B) RECORDS
004-01	037-01			ADMINISTRATIVE SYSTEMS MANAGEMENT
004-02	037-02			ADMINISTRATION OF POSTAL ACCOUNTS
004-03	037-03			MAIL ACCEPTANCE AND DELIVERY
004-04	037-04			MAIL MOVEMENT
004-05	037-05			POSTAL ADMINISTRATION RECORDS
004-06	037-06			PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION
005-01	037-07			PUBLICATIONS MANAGEMENT
006-01	037-08			REPROGRAPHICS
008-01	037-09			SPECIALIZED PUBLICATIONS
009-01	037-10			FORMS MANAGEMENT
010-01	037-11			CORRESPONDENCE, MESSAGES, AND PROJECT FILES
010-02	037-12			ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL
010-03	037-13			ADMINISTRATIVE ORDERS
011-01	037-14			OFFICE SUPPORT
011-02	010-01	4-5.04		JOINT CHIEFS OF STAFF RECORDS
011-02	037-15	6-36		ADMINISTRATIVE RECORDS
011-02	090-04	1-3.02		CONGRESSIONAL RECORDS
011-03	037-16			WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
011-04	037-17			USAFA ADMINISTRATIVE RECORDS
011-05	037-18			ELECTRONIC RECORDS
012-01	037-19			RECORDS MANAGEMENT PROGRAM
012-02	037-20			PRIVACY ACT PROGRAM
015-01	065-01		4-17	FINANCIAL MANAGEMENT
019-01	032-01			ENVIRONMENTAL PLANNING
019-02	032-02			LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS
019-03	032-03			HISTORIC PRESERVATION PROGRAM
025-01	038-01			MANAGEMENT ENGINEERING RECORDS
025-02	038-02			PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT
025-03	038-05			COMMITTEE AND BOARD RECORDS
025-04	038-06			USAFA RESEARCH AND EVALUATION
026-01	038-03			MANPOWER AND ORGANIZATION
027-01	038-04			PEACETIME PROGRAM RECORDS
028-01	010-04			WARTIME PLANNING RECORDS
028-02	010-11			SINGLE INTEGRATED OPERATIONAL (SIOP) AND CONTINGENCY/TRAINING PLANNING RECORDS
030-01	036-01			MILITARY AND CIVILIAN PERSONNEL
030-02	036-02			PERSONNEL IDENTIFICATION AND PASS RECORDS
030-03	036-03			CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE
030-04	036-04			PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL)
030-05	036-05			USAFA FACULTY/CADET RECORDS
030-06	036-06			PERSONNEL SURVEYS
030-07	036-07			FAMILY SUPPORT CENTERS
030-08	036-08			POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS)
030-09	036-09			PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)
033-01	036-10			USAF RECRUITING SERVICE RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
034-01	036-11			PERSONNEL SERVICES
035-01	036-12			INDIVIDUAL MILITARY PERSONNEL RECORDS
035-02	036-13			REENLISTMENT AND RETENTION
035-03	036-14			ENLISTMENT AND REENLISTMENT RECORDS
035-04	036-15			CLASSIFICATION AND ASSIGNMENT RECORDS
035-05	036-16			PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS
035-06	036-17			MILITARY PERSONNEL TESTING RECORDS
035-07	036-18			FLYING STATUS RECORDS
035-08	036-19			PROMOTION AND DEMOTION RECORDS
035-09	036-20			DISCHARGE AND SEPARATION
035-11	036-21			AF TRANSITION PROGRAM RECORDS
035-12	036-22			AIRMAN PROMOTION SYSTEM
035-13	036-23			ATTRITION INFORMATION
035-14	036-24			CADET PERSONNEL RECORDS
035-15	036-25			CADET DISENROLLMENT/DEPARTURE RECORDS
040-01	036-26			POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT
040-02	036-27			STAFFING
040-03	036-28			EMPLOYEE CAREER DEVELOPMENT
040-04	036-29			EMPLOYEE-MANAGEMENT RELATIONS
040-05	036-30			CLASSIFICATION
040-06	036-31			UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT
040-07	034-12			NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS
040-08	036-32			OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS
045-01	010-14			RESERVE FORCES
045-02	010-15			RESERVE FORCES TRAINING
050-01	036-37			PROGRAM ADMINISTRATION

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
050-02	036-38			INDIVIDUAL ACADEMIC RECORDS
050-03	036-39			AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS
050-04	036-40			TRAINING MATERIALS
050-05	036-41			USAF ACADEMIC TRAINING
050-06	036-42			USAF ATHLETIC TRAINING
050-07	036-43			USAF MILITARY TRAINING
051-01	036-44			FLYING TRAINING RECORDS
051-02	036-45			USAF FLYING TRAINING
053-01	036-46			USAF APPLICANT/CANDIDATE RECORDS
053-02	036-47			APPLICATIONS FOR EDUCATIONAL PROGRAMS
053-03	036-48			COMMUNITY COLLEGE OF THE AIR FORCE RECORDS
053-04	036-49			USAF PREPARATORY SCHOOL RECORDS
055-01	010-09			USE OF AIR FORCE INSTALLATIONS BY NON-DOD AIRCRAFT
055-02	011-02			AIRCRAFT ASSIGNMENT, UTILIZATION, AND AVIATION FUEL RECORDS
055-03	010-02			AIR SURVEILLANCE RECORDS
055-04	010-03			TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS
055-05	010-05			REGION OPERATION CONTROL CENTER (ROCC)/SECTOR OPERATION CONTROL CENTER (SOCC) RECORDS
055-06	010-06			OPERATIONAL REPORTS AND ANALYSES
055-07	010-07			OPERATIONS SECURITY (OPSEC)
055-08	010-12			SPACE OPERATIONS
055-09	010-08			SYSTEMS RECORDS (407L/412L)
055-10	011-01			FLIGHT INSPECTION RECORDS
055-11	011-03			AIRCRAFT LIFE SUPPORT PROGRAM
055-12	010-10	1-5		COMMAND AND CONTROL
055-12	011-05	6-10		COMMAND AND CONTROL
055-13	013-01			AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
055-14	013-02			AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS
055-15	013-03			RADAR BOMB SCORING (RBS) RECORDS
055-16	013-04			AIRSPACE MANAGEMENT
055-17	013-05			ATOMIC ENERGY DETECTION SYSTEM (AEDS) RECORDS
056-01	033-22			COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS
056-02	033-23			TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS
056-03	033-24			COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS, AND COLLATERAL DATA
056-04	033-25			AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS
057-01	020-01			OPERATIONAL REQUIREMENTS
057-02	020-02			SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS
057-03	020-03			INDIVIDUAL MODIFICATION RECORDS
060-01	013-06			AIR TRAFFIC CONTROL (ATC) RECORDS
060-02	013-07			CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS
060-03	013-08			FLIGHT OPERATIONS
060-04	013-09			MISSILE SYSTEM RECORDS
060-05	013-10			AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)
064-01	013-11			SEARCH AND RESCUE (SAR) MISSION RECORDS
064-02	013-12			EVACUATION PLANS OF AIRCRAFT IN SEVERE WEATHER
064-03	013-13			AIRCREW PERSONAL AUTHENTICATION
064-04	013-14			SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS
065-01	021-01			AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING
065-02	021-02			EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT
065-03	021-03			STANDARD REPORTING DESIGNATORS (SRDs)

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
066-01	021-04			MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING
066-02	021-05			DEPOT MAINTENANCE RECORDS
066-03	021-06			EQUIPMENT MAINTENANCE HISTORICAL RECORDS
066-04	021-07			ANALYSIS AND EVALUATION RECORDS
066-05	021-08			AIRCRAFT MAINTENANCE
066-06	021-09			MAINTENANCE INSPECTION
066-07	021-10			NAVIGATIONAL AID RECORDS
066-08	021-11			EQUIPMENT MAINTENANCE
066-09	021-12			SERVICE ENGINEERING
066-10	021-13			GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS
066-11	021-14			RECLAMATION RECORDS
066-12	021-15			MILITARY AIRCRAFT STORAGE AND DISPOSITION CENTER (MASDC)
066-13	021-16			AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM
066-14	021-17			GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS
066-15	021-18			MINUTEMAN COMMUNICATIONS CABLE AFFAIRS
066-16	021-19			AIRCRAFT BATTLE DAMAGE REPAIR (ABDR)
067-01	023-01			SUPPLY MANAGEMENT RECORDS
067-02	023-02			DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS
067-03	023-03			UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS
067-04	023-04			BASE STOCK RECORD ACCOUNTS
067-05	023-05			TABLE OF ALLOWANCE/AUTHORIZATION RECORDS
067-06	023-06			DEPOT ACCOUNTABLE SUPPLY RECORDS
067-07	023-07			USAF ACADEMY SUPPLY MANAGEMENT RECORDS
067-08	023-08			INVENTORY CONTROL RECORDS
067-09	023-09			STOCK CONTROL AND DISTRIBUTION RECORDS
067-10	023-10			SUPPLY CONTROL RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
067-11	023-11			EQUIPMENT MANAGEMENT SYSTEM
067-12	023-12			MATERIEL UTILIZATION PROGRAM RECORDS
067-13	023-13			STRATEGIC AND CRITICAL MATERIALS RECORDS
067-14	023-14			SPECIAL PROGRAM/PROJECT RECORDS
067-15	023-15			ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS
067-16	023-16			AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS
069-01	023-17			STORAGE AND WAREHOUSING RECORDS
070-01	064-01			CONTRACTING
070-02	064-17			OVERSEAS CONTRACTING RECORDS
070-03	064-02			PURCHASE REQUEST
070-04	064-03			BIDS AND PROPOSALS
070-05	064-04			CONTRACT PERFORMANCE
070-06	064-05			BASIC CONTRACTING AGREEMENTS
070-07	064-06			BAILMENT AGREEMENTS
070-08	064-07			CONTRACTS RENEGOTIATION
070-09	064-08			CONTRACT CLAIMS
070-10	064-09			CONTRACT TERMINATION AND SETTLEMENT RECORDS
070-11	064-10			CONTRACTORS INSURANCE PROGRAM
070-12	064-11			CONTRACTOR PERSONNEL
070-13	064-12			CONTRACTOR CAPABILITY
070-14	064-13			PROCUREMENT REPORTS
070-15	064-14			OAR ADVANCE PAYMENT POOL AGREEMENT
070-16	064-15			BASE CONTRACTING AUTOMATED SYSTEM (BCAS) MANAGEMENT RECORDS
071-01	024-04			PACKAGING AND MATERIALS HANDLING RECORDS
072-01	023-22			CATALOGING RECORDS
073-01	060-01			STANDARDIZATION

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
074-01	063-06			ACQUISITION QUALITY ASSURANCE RECORDS
074-02	063-07			SUPPLY QUALITY ASSURANCE RECORDS
074-03	063-08			QUALITY ASSURANCE STAMP RECORDS
075-01	024-01			TRANSPORTATION
075-02	024-05			CUSTOMS AND ENTRY REQUIREMENTS RECORDS
075-03	024-06			PERSONNEL MOVEMENT
075-04	024-07			MATERIEL MOVEMENT RECORDS
075-05	024-08			WATER MOVEMENT RECORDS
075-06	024-09			HIGHWAY TRAFFIC CONTROL AND SUPERVISION RECORDS
075-07	024-10			MILITARY OVERSEAS AND DOMESTIC TRANSPORTATION REQUIREMENT RECORDS
075-08	024-11			TRAFFIC MANAGEMENT DATA
075-09	024-12			PERSONAL PROPERTY MOVEMENT AND STORAGE
076-01	024-02			AIRLIFT
076-02	024-13			SPECIAL ASSIGNMENT MISSION (SAM)
076-03	024-14			LOGAIR AIRLIFT
077-01	024-03			MOTOR VEHICLES
077-02	024-15			VEHICLE OPERATIONS RECORDS
078-01	063-01			INDUSTRIAL READINESS AND MOBILIZATION
078-02	063-02			INDUSTRIAL EQUIPMENT RECORDS
078-03	063-03			INDUSTRIAL FACILITIES RECORDS
078-04	063-04			PRIORITIES AND ALLOCATIONS RECORDS
078-05	063-05			CONSERVATION PROGRAM RECORDS
079-01	064-16			CONTRACTOR INDUSTRIAL LABOR RELATIONS
080-01	061-01			R&D PLANNING AND PROGRAMMING
080-02	061-02			INDIVIDUAL R&D PROJECTS
080-03	061-03			R&D TEST AND EVALUATION RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
080-04	061-04			CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS
080-05	061-05			OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS
080-06	061-06			CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) RECORDS
080-07	061-07			PROGRAM REQUIREMENT RECORDS
081-01	060-02			TECHNICAL AND PROCUREMENT DATA
082-01	060-03			DESIGNATING AND NAMING DEFENSE EQUIPMENT
084-01	062-01			MANUFACTURING METHODS
085-01	032-04			CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS
085-03	032-05			INDUSTRIAL ENGINEERING
085-04	032-06			CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT
086-01	032-07			PROGRAMMING CIVIL ENGINEER RESOURCES
086-03	032-08			FACILITIES BOARD
086-04	032-09			NATO INFRASTRUCTURE PROGRAM
087-01	032-10			REAL PROPERTY MANAGEMENT
087-02	032-11			REAL PROPERTY INVENTORY
087-03	032-12			LEASED REAL PROPERTY CASE FILES
087-04	032-13			EXCESS REAL PROPERTY RECORDS
087-05	032-14			REAL PROPERTY ACCOUNTABLE RECORDS
088-01	032-15			ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES
088-02	032-16			CIVIL ENGINEER DESIGN DATA
088-03	032-17			AIR BASE PLANNING RECORDS
089-01	032-18			USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES
090-01	032-19			HOUSING RECORDS
090-02	032-20			FAMILY HOUSING CONSTRUCTION RECORDS
090-03	032-21			ON/OFF-BASE HOUSING RECORDS
091-01	032-22			BASE CIVIL ENGINEER (BCE) BROCHURES, REPORTS AND CONTROL RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
091-02	032-23			MAINTENANCE AND REPAIR PROJECTS AND PROGRAM REPORTS RECORDS
091-03	032-24			UTILITY SYSTEMS AND SERVICES
091-04	032-25			ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)
091-05	032-26			SANITATION AND CUSTODIAL SERVICES
091-06	032-27			FACILITY FOLDERS AND WORK CONTROL RECORDS
091-07	032-28			USAF FOREST MANAGEMENT PROGRAM RECORDS
091-08	032-29			AIRFIELD AND ROAD PAVEMENT MARKING RECORDS
091-09	032-30			AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL
091-10	032-31			MANAGEMENT AND CONSERVATION OF LAND
091-11	032-32			BUILT-UP ROOF MANAGEMENT PROGRAM
091-12	032-33			PEST MANAGEMENT SERVICES
091-13	032-34			REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL SYSTEMS
092-01	032-35			FIRE PROTECTION
093-01	032-36			PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS
093-02	032-37			CIVIL ENGINEERING RED HORSE PROGRAM RECORDS
096-01	014-06			MAPPING, CHARTING AND GEODESY (MC&G) RECORDS
096-02	014-07			DIGITAL DATA RECORDS
096-03	014-08			FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS
096-04	014-09			GEODESY RECORDS
105-01	015-01			WEATHER AND SPACE ENVIRONMENT OBSERVING RECORDS
105-02	015-02			FORECASTING RECORDS AND CHARTS
105-03	015-03			ELECTRICALLY TRANSMITTED DATA RECORDS
105-04	015-04			OTHER WEATHER OR SPACE ENVIRONMENTAL RECORDS
110-01	051-01			LEGAL ADMINISTRATION
110-02	051-02			PATENTS, COPYRIGHTS, AND TRADEMARK RECORDS
111-01	051-03			MILITARY JUSTICE RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
112-01	051-04			CLAIMS RECORDS
120-01	090-01			INSPECTOR GENERAL ADMINISTRATIVE REPORTS
122-01	091-01			NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES
122-02	091-02			NUCLEAR REACTOR RECORDS
122-03	091-03			ACCIDENT/INCIDENT REPORT
123-01	090-02			INSPECTION RECORDS
123-02	090-03			FRAUD, WASTE AND ABUSE (FWA) RECORDS
124-01	071-01			AFOSI CRIMINAL RECORDS
124-02	071-02			COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS
124-03	071-03			INVESTIGATIVE COLLECTIONS AND SURVEYS
124-04	071-04			SECURITY INVESTIGATIONS AND OPERATIONS
124-05	071-05			TECHNICAL SUPPORT OPERATIONS
124-06	071-06			SOURCE RECORDS
124-07	071-07			AFOSI INVESTIGATIVE SUPPORT RECORDS
125-01	031-01			LAW ENFORCEMENT RECORDS
125-02	031-02			CORRECTION RECORDS
125-03	031-03			PRIVATE VEHICLE REGISTRATION AND SALE
126-01	032-38			NATURAL RESOURCES (CONSERVATION)
127-01	091-04			SAFETY PROGRAM ADMINISTRATION
127-02	091-05			MISHAP REPORTING RECORDS
127-03	091-06			MISHAP SUMMARIES
127-04	091-07			ALLEGED FLYING VIOLATIONS
136-01	021-20			ARMAMENT TRAINING
136-02	021-21			ARMAMENT
140-01	032-42			HOUSING MANAGEMENT RECORDS
140-02	032-43			PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
143-01	034-08			CEMETERY AND BURIAL RECORDS
143-02	034-09			DISPOSITION OF REMAINS OF DECEASED PERSONNEL
144-01	023-18			FUELS, PROPELLANTS, AND CHEMICAL RECORDS
145-01	145-01			COMMISSARY RECORDS
145-02	145-02			COMMISSARY STORE RECORDS
145-03	145-03			MILSTRIP/MILSBILLS
145-04	145-04			AUTOMATED COMMISSARY OPERATIONS SYSTEM (ACOS) OUTPUT RECORDS
146-01	034-10			FOOD SERVICE RECORDS
148-01	034-11			LAUNDRY AND DRY CLEANING RECORDS
160-01	041-01			MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS
160-02	041-02			PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS
160-03	044-02			LABORATORY RECORDS
160-04	044-03			RADIOLOGY RECORDS
160-05	040-02			RADIOISOTOPE RECORDS
160-06	044-04			SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY, AND MEDICAL ILLUSTRATIONS
160-07	044-05			DRUG ABUSE TESTING PROGRAM
160-08	048-07			HIV TESTING PROGRAM
160-09	041-17			USAFA MEDICAL SERVICE
161-01	048-01			AEROSPACE MEDICINE PROGRAM RECORDS
161-02	048-02			PHYSIOLOGICAL TRAINING/THERAPY RECORDS
161-03	048-03			COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS
161-04	048-04			PERSONNEL RADIATION EXPOSURE RECORDS
161-05	048-05			BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS
161-06	048-06			ENVIRONMENTAL HEALTH
162-01	047-01			INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
162-02	047-02			FACILITY DENTAL RECORDS
163-01	040-01			VETERINARY SERVICE
164-01	041-03			AEROMEDICAL EVACUATION RECORDS
167-01	041-04			MEDICAL LOGISTICS
167-02	041-05			MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS
167-03	041-06			MEDICAL FACILITY EQUIPMENT REPORTING
167-04	041-07			MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE
168-01	041-08			GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES
168-02	041-09			NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS
168-03	041-10			ADMINISTRATIVE PATIENT RECORDS
168-04	041-11			INPATIENT RECORDS
168-05	041-12			HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS
168-06	041-13			MEDICAL, STATISTICAL, AND RELATED REPORTS
168-07	041-14			PHARMACY RECORDS
168-08	041-15			MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS
168-09	041-16			HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS
168-10	046-01			NURSING SERVICE RECORDS
168-11	044-06			NUTRITIONAL MEDICINE SERVICE RECORDS
168-12	044-07			MEDICAL QUALITY ASSURANCE RECORDS
169-01	044-01			MEDICAL EDUCATION AND RESEARCH
170-01	065-01		1-3	FINANCIAL MANAGEMENT
170-02	170-01			COST ACCOUNTING FOR BASE CIVIL ENGINEER ACTIVITIES
172-01	065-02		1-4	BUDGET
172-02	065-02		5-10	BUDGET
172-03	065-02		11-25	BUDGET
172-04	065-02		26-29	BUDGET

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
173-01	065-01		18-24	FINANCIAL MANAGEMENT
175-01	037-14	3,13,16,19,31	4	OFFICE SUPPORT
175-01	065-01	1,11,17,27	25	FINANCIAL MANAGEMENT
175-01	065-01	2,12,18,28	26	FINANCIAL MANAGEMENT
175-01	065-01	8	27	FINANCIAL MANAGEMENT
175-01	065-01	32	28	FINANCIAL MANAGEMENT
175-01	065-03	4,5,6,14,15	1	AUDITING
175-01	065-03	20,21,29,30	1	AUDITING
175-01	065-03	7,22,23	2	AUDITING 2828
175-01	065-03	9,10	3	AUDITING
175-01	065-03	33,34	4	AUDITING
175-01	065-03	24,25,26	5	AUDITING
175-01	065-03	1,2	6	AUDITING
175-01	065-03	3,4,5	7	AUDITING
175-02	065-03	1,2	6	AUDITING
175-02	065-03	3,4,5	7	AUDITING
175-03	NONE			
176-01	034-13			NAF ADMINISTRATIVE MANAGEMENT RECORDS
176-03	034-14			NAF FINANCIAL MANAGEMENT
176-04	034-15			NAF REAL PROPERTY MANAGEMENT RECORDS
176-05	034-16			NAF PROCUREMENT RECORDS
176-06	034-17			NAF SUPPLY RECORDS
176-07	034-18			NAF RECREATIONAL SERVICES RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
177-01	177-01			FINANCIAL STATEMENTS AND CONTROLLED REPORTS
177-02	177-02			DEFENSE CONTRACT FINANCING PROGRAM
177-03	177-03			INTERNATIONAL ACCOUNTING RECORDS
177-04	177-04			REVOLVING FUND RECORDS
177-05	177-05			DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS
177-06	177-06			LEDGERS, JOURNALS, LISTINGS, AND REPORTS
177-07	177-07			LOSS OF FUNDS CASE FILES
177-08	177-08			CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES
177-09	023-23			REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS
177-10	177-10			USER CHARGES REPORT RECORDS
177-11	177-11			CADET PAY
177-13	177-13			FINANCIAL PROPERTY ACCOUNTING RECORDS
177-14	177-14			AIR LOGISTICS CENTERS (ALCs) ACCOUNTING RECORDS
177-15	177-15			ACCOUNTS CONTROL RECORDS
177-16	177-16			AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL
177-17	177-17			INTERNAL CONTROL RECORDS
177-18	177-18			COMMERCIAL SERVICES-FINANCIAL RECORDS
177-19	177-19			PAYING AND COLLECTING
177-20	177-20			TRAVEL RECORDS
177-21	177-21			CIVILIAN PAY
177-22	177-22			MILITARY PAY RECORDS CREATED PRIOR TO JUMPS
177-23	177-23			CADET PAY RECORDS AT DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) - DENVER (DE)
177-24	177-24			AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
177-25	177-25			AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS
177-26	177-26			PAY ALLOTMENT RECORDS
177-27	177-27			US SAVINGS BOND RECORDS
177-28	177-28			AF MEMBER FHA CASE FILES
177-29	177-29			MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS
177-30	177-30			JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT DFAS-DE
177-31	177-31			FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS AT DFAS-DE
177-32	177-32			JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL
177-34	177-34			RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT DFAS-DE
177-35	177-35			QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS
178-01	037-01		10	ADMINISTRATIVE SYSTEMS MANAGEMENT
190-01	035-01			PUBLIC AFFAIRS
190-02	035-02			HOME TOWN NEWS CENTER RECORDS
190-03	035-03			AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS
200-01	014-01			INTELLIGENCE RECORDS
200-02	014-02			COLLECTION RECORDS
200-03	014-03			INTELLIGENCE ESTIMATE RECORDS
200-04	014-04			INTELLIGENCE POLICY AND PLANNING RECORDS
200-05	014-05			FOREIGN NATIONALS
205-01	031-04			INFORMATION SECURITY PROGRAM
205-02	031-05			CENSORSHIP
205-03	031-06			PERSONNEL INVESTIGATIONS
205-04	031-07			INDUSTRIAL SECURITY PROGRAM
205-05	031-08			PERSONNEL SECURITY PROGRAM
205-06	031-09			DEFENSE COURIER SERVICE (DCS)
207-01	031-10			PHYSICAL SECURITY

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
207-02	031-11			MISSILE SECURITY RECORDS
208-01	031-12			ANTITERRORISM RECORDS
210-01	084-01		1-10	HISTORICAL PROGRAM RECORDS
210-02	084-02			MUSEUM PROGRAM RECORDS
211-01	036-36			PERSONNEL RECORDS
213-01	036-50			EDUCATION SERVICES PROGRAM
214-01	036-51			DEPENDENTS' SCHOOL RECORDS
215-01	034-01			MORALE, WELFARE AND RECREATION
215-02	034-02			AERO CLUB RECORDS
215-03	034-03			LIBRARIES
215-04	034-04			CHILD CARE CENTERS
215-05	034-05			CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES
215-06	034-06			AIR FORCE OPEN MESS PROGRAM
215-07	034-07			GENERAL MEMBERSHIP CLUBS
265-01	052-01		1-53	CHAPLAIN ACTIVITIES
265-02	052-01		54-58	CHAPLAIN ACTIVITIES
310-01	060-04			MANAGEMENT OF CONTRACTOR DATA
320-01	062-02			VALUE ENGINEERING PROGRAM RECORDS
355-01	032-39			DISASTER PREPAREDNESS
360-01	032-40			AIR BASE OPERABILITY RECORDS
400-01	016-01	1-22	2-23	POLITICAL MILITARY AND SECURITY ASSISTANCE PROGRAM RECORDS
400-01	016-02	23-24	2-3	FOREIGN DISCLOSURE
400-02	023-19			PROPULSION AND GAS TURBINE POWER PLANT RECORDS
400-03	NONE			
400-04	020-04			LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)
400-05	023-20			PRECIOUS METALS RECOVERY PROGRAM

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
401-01	023-21			MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS
700-01	033-02			C4I CAPABILITIES PLANNING
700-02	033-03		1-2	REQUIREMENTS BOARD
700-03	033-03	1-7	3-9	REQUIREMENTS BOARD
700-03	033-04	10-15	1-6	PROGRAM MANAGEMENT AND ACQUISITION
700-04	033-27			TELECOMMUNICATIONS SERVICE LEASING RECORDS
700-05	033-04		7-32	PROGRAM MANAGEMENT AND ACQUISITION
700-06	033-05			PROJECT IMPLEMENTATION
700-07	033-07			GENERAL OPERATIONS
700-08	033-08			INFORMATION PROCESSING CENTER (IPC) OPERATIONS
700-09	033-09			TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING DOCUMENTS.
700-10	033-10			SWITCHING CENTER OPERATIONS
700-11	033-11			RADIO STATIONS
700-12	033-06			MILITARY AFFILIATE RADIO SYSTEM (MARS)
700-13	033-12			FREQUENCY MANAGEMENT
700-14	033-13			MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI) RECORDS
700-15	013-15			GROUND RADAR AND TRACALS EVALUATION
700-16	033-15			TECHNICAL CONTROL FUNCTIONS
700-17	033-16			DEPLOYMENT RECORDS
700-18	010-13			ELECTRONIC WARFARE (EW) SYSTEMS
700-19	033-14			SOFTWARE AND DOCUMENTATION
700-20	033-26			NONERASABLE MEDIA
700-21	033-17		1-15	MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDINGS
700-22	033-17		16-45	MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDINGS
700-23	033-18			SOUND RECORDINGS
700-24	033-19			VISUAL INFORMATION (VI) LIBRARY SERVICES

AFR 4-20	AFMAN 37-139	Exception where the entire AFR 4-20 tables were not a one-for-one conversion: OLD RULES /NEW RULES		TABLE TITLES
OLD	NEW			
700-25	033-20			GRAPHICS
700-26	033-21			VISUAL INFORMATION PROPERTY AND EQUIPMENT
800-01	063-09			ACQUISITION MANAGEMENT RECORDS
800-02	063-10			INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION MANAGEMENT DOCUMENTATION
900-01	032-41	23-25		HONORS AND AWARDS
900-01	036-33	1-6,10-22, 26-51		HONORS AND AWARDS
900-01	084-01	7-9	11-13	HISTORICAL PROGRAM RECORDS
900-02	036-34			SUGGESTION PROGRAM
900-03	036-35			USAF ACADEMY AWARDS

WILLIAM A. DAVIDSON
Administrative Assistant